

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Final Closure and Sale of Account

Account Number: [Account Number]

Dear [Recipient Name],

This letter serves as formal notification that your account with [Original Creditor Name] has been officially closed. Due to the continued non-payment and the outstanding balance of \$[Amount], we have exercised our right to transfer ownership of this debt.

Please be advised that as of [Date], your account was sold and assigned to the following third-party debt purchaser:

[Name of New Owner/Debt Buyer]

[Address]

[Phone Number]

[Website, if applicable]

From this date forward, [Original Creditor Name] no longer owns this debt and has no authority to negotiate settlements or accept payments on this account. All future inquiries, payments, and correspondence regarding this balance must be directed to [Name of New Owner/Debt Buyer].

The status of this account has been updated in our internal records as "Sold/Transferred." This change may be reflected in your credit report according to standard reporting guidelines.

Sincerely,

[Your Name/Department]

[Company Name]