

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: Notice of Account Sale and Closure

Account Number: [Account Number]

Dear [Customer Name],

This letter is to formally notify you that your account with [Original Company Name] has been closed effective [Date].

Please be advised that the outstanding balance of \$[Amount] on this account has been sold and transferred to the following entity:

[Purchasing Company Name]

[Purchasing Company Address]

[Purchasing Company Phone Number]

As of [Date of Sale], [Purchasing Company Name] is the new owner of this debt. All future payments, inquiries, and correspondence regarding this balance must be directed to them. [Original Company Name] no longer has the authority to accept payments or modify the terms of this account.

Any payments currently in transit to [Original Company Name] will be forwarded to the new owner, which may result in a delay in processing. We recommend contacting [Purchasing Company Name] immediately to set up your preferred payment method.

Thank you for your past business.

Sincerely,

[Sender Name/Department]

[Original Company Name]