

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Assignment and File Closure

Account/Reference Number: [Account Number]
Total Balance: \$[Amount]

Dear [Recipient Name],

This letter serves as formal notification that your account, as referenced above, has been officially assigned and transferred to a third party for further management and collection. The details of the assignee are as follows:

Assignee Name: [Third Party Company Name]
Address: [Third Party Address]
Contact Number: [Third Party Phone Number]

Effective as of [Date], all future payments, inquiries, and correspondence regarding this account must be directed to [Third Party Company Name]. We will no longer accept payments or provide account updates at our office.

Consequent to this assignment, we have closed your file within our internal systems. This transfer does not relieve you of your financial obligation; it simply shifts the administration of the debt to the new entity mentioned above.

Please contact [Third Party Company Name] immediately to arrange payment or discuss any outstanding issues.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]