Notification of Debt Liability Transfer

Date: [Insert Date]
To: [Recipient's Name]
[Recipient's Address]
Dear [Recipient's Name],
This is to inform you that your debt liability, previously owed to [Original Creditor's Name], has been transferred to [New Creditor's Name]. This transfer is effective as of [Effective Date].
Details of the Debt:
 Original Amount: [Original Amount] Outstanding Amount: [Outstanding Amount] Account Number: [Account Number]
Please direct all future communications and payments regarding this debt to [New Creditor's Name] at the following address:
[New Creditor's Address]
If you have any questions or require further information, please do not hesitate to contact [New Creditor's Contact Information].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Company Address]
[Your Contact Information]