

# Notification of Change in Debt Repayment Procedure

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

## Subject: Notice of Change in Debt Repayment Procedure

Dear [Debtor's Name],

We hope this message finds you well. We are writing to inform you of an important change in our debt repayment procedures that will be effective as of [Effective Date].

Going forward, all debt repayments must be submitted through our new online payment portal. This change is intended to streamline the payment process and enhance the security of your transactions. Please note the following details:

- **New Payment Portal:** [Link to Payment Portal]
- **Payment Methods Accepted:** [List Accepted Payment Methods]
- **Support Contact:** For any inquiries, please contact [Support Contact Information]

We kindly ask you to transition to this new payment method by your next payment due date. Your compliance will ensure that your accounts remain in good standing without any delays or penalties.

Thank you for your attention to this matter and for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]