

Notification of Proxy Involvement

Date: [Insert Date]

To: [Creditor's Name]

[Creditor's Address]

Dear [Creditor's Name],

We are writing to formally notify you that [Your Name] has designated [Proxy's Name] as his/her proxy to handle matters regarding the debt payment associated with account number [Account Number]. This proxy will have the authority to make payments, discuss payment arrangements, and manage communications about the debt.

Please find attached the signed proxy agreement that grants [Proxy's Name] the necessary authority. We kindly ask you to acknowledge this arrangement and direct any relevant correspondence to [Proxy's Name].

Thank you for your attention to this matter. Should you have any further questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]