

Debt Ownership Transfer Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

Subject: Notice of Debt Ownership Transfer

I am writing to formally notify you of the transfer of debt ownership concerning the small business loan with account number [Loan Account Number]. As of [Transfer Date], the ownership of the outstanding debt has been transferred from [Original Debtor's Name] to [New Debtor's Name], who will assume all responsibilities and obligations associated with this loan.

Please update your records accordingly. [New Debtor's Name] can be contacted at the following address:

[New Debtor's Name]
[New Debtor's Address]
[City, State, Zip Code]
[New Debtor's Email Address]
[New Debtor's Phone Number]

We appreciate your cooperation in this matter. Should you require further information or have any questions, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]