

Loan Transfer Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Collection Agency Name]

[Collection Agency Address]

[City, State, Zip Code]

Dear [Collection Agency Contact Name],

I hope this message finds you well. I am writing to formally notify you about the adjustment concerning the transfer of my loan, originally held with [Original Lender's Name], to your agency for collection.

Loan Details:

- Loan Number: [Insert Loan Number]
- Original Amount: [Insert Original Amount]
- Current Balance: [Insert Current Balance]

I have recently received communication regarding the outstanding balance due on this loan. I wish to confirm that this account has been transferred to your agency as of [Insert Transfer Date]. Please find attached any relevant documentation for your records.

I appreciate your assistance in this matter and I am open to discussing payment arrangements or any necessary adjustments to this account. Please feel free to reach out to me directly at the contact information listed above.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]