

Loan Transfer to Collection Agency Agreement

Date: [Insert Date]

To: [Collection Agency Name]

Address: [Collection Agency Address]

Subject: Loan Transfer Agreement

Dear [Collection Agency Contact Name],

We hereby notify you that we have transferred the management of the following loan account to your agency for collection:

Loan Details:

- Borrower Name: [Borrower's Name]
- Loan Account Number: [Account Number]
- Original Loan Amount: [Loan Amount]
- Outstanding Balance: [Outstanding Balance]
- Date of Transfer: [Transfer Date]

This transfer includes all rights to collect the outstanding debt as specified under the loan agreement. Please ensure that all communications regarding this loan account reference the account number provided above.

For any inquiries or further information, please contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]