

# Loan Transfer to Collection Agency Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Collection Agency Name]

[Collection Agency Address]

[City, State, Zip Code]

Subject: Authorization for Loan Transfer to Collection Agency

Dear [Collection Agency Name],

I, [Your Name], hereby authorize the transfer of my loan, account number [Loan Account Number], to your agency for collection purposes.

I understand that this action is being taken due to my failure to meet the payment terms as agreed upon in the original loan agreement dated [Loan Agreement Date]. I acknowledge the outstanding balance of [Outstanding Amount] and agree to communicate with your agency moving forward regarding this debt.

Please find attached any relevant documents pertaining to this loan.

Thank you for your attention to this matter. I look forward to resolving this issue timely and amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]