

Loan Transfer Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Collection Agency Name]

[Collection Agency Address]

[City, State, Zip Code]

Dear [Collection Agency Name / Recipient's Name],

This letter serves as a formal confirmation regarding the transfer of my loan account, with account number [Account Number], to your collection agency as of [Transfer Date].

As per our previous communication, the outstanding balance on this loan is [Outstanding Balance]. Please ensure that all future correspondence and collection efforts are directed to me at the address listed above.

If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]