

Loan Transfer Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Collection Agency Name]

[Collection Agency Address]

[City, State, Zip Code]

Dear [Collection Agency Name],

This letter is to formally notify you that the loan associated with account number [Account Number] has been transferred to your agency for collection as of [Transfer Date].

The outstanding balance on this loan is [Outstanding Balance]. Please direct all future correspondence regarding this loan to your agency.

If you have any questions or need additional information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]