

Loan Transfer to Collection Agency Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Collection Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Request for Loan Transfer to Collection Agency

Dear [Collection Agency Name],

I am writing to formally request the transfer of my outstanding loan account with [Loan Provider/Bank Name] to your agency for collection. The details of the loan are as follows:

- Loan Account Number: [Account Number]
- Outstanding Amount: [Amount]
- Original Loan Date: [Date]

Due to [reason for non-payment, if applicable], I am unable to make further payments on this loan. I would appreciate it if you could take over the management of this account. Please provide me with any necessary instructions and confirm that you have received this request.

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

Sincerely,

[Your Name]