

Debt Account Transfer Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Notification of Debt Account Transfer

Dear [Recipient's Name],

We are writing to inform you that your debt account, with an outstanding balance of [Insert Amount], originally held with [Original Creditor's Name], has been transferred to [New Creditor's Name] as of [Transfer Date].

Please be advised that all further communications regarding this account should be directed to [New Creditor's Name] at the following address:

[New Creditor's Address]

For any inquiries, you may contact them at [New Creditor's Phone Number] or [New Creditor's Email].

We appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]