

Important Communication Regarding Your Account

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that [Company Name] has made the decision to sell a portion of our debt portfolio, which includes your account.

This sale will involve the transfer of your account to [New Company's Name], a reputable debt management firm. Please rest assured that this does not change your obligations, and we remain committed to treating you fairly throughout this process.

Here are some important details regarding this transition:

- **Effective Date:** [Insert Effective Date]
- **New Account Manager:** [New Account Manager's Name & Contact Information]

We encourage you to contact [New Company's Name] with any questions about your account or payment arrangements. They will provide you with the necessary support and answer any queries you may have.

Thank you for your understanding. We appreciate your cooperation during this transition.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]