Transfer of Debt Ownership Notification

Date: [Insert Date]
To: [Insert Recipient's Name]
[Insert Recipient's Address]
Dear [Recipient's Name],
We are writing to inform you that the ownership of your debt associated with account number [Insert Account Number] has been transferred from [Insert Original Creditor's Name] to [Insert New Creditor's Name]. This transfer took place on [Insert Date of Transfer].
Effective immediately, all future payments and correspondence regarding this account should be directed to [Insert New Creditor's Name] at the following address:
[Insert New Creditor's Address]
We appreciate your attention to this matter and thank you for your understanding.
Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]