

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that [Your Company Name] has sold the debt associated with your account, with an account number [Account Number], to [New Company's Name] as of [Sale Date].

Please direct all future correspondence and payments regarding this debt to [New Company's Name] at the following address:

[New Company's Address]

[City, State, Zip Code]

Phone: [New Company's Phone Number]

Should you have any questions regarding this matter, please feel free to contact us at [Your Company's Phone Number] or [Your Company's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Phone: [Your Phone Number]

Email: [Your Email Address]