

Important Notice Regarding Your Account

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that your debt account with us, associated with account number [Account Number], has been sold to a third-party collection agency.

The new agency managing your account is [Agency Name]. They can be contacted at [Agency Phone Number] or [Agency Email Address]. Please direct all future communications and payments regarding your account to them.

If you have any questions or concerns, feel free to reach out to us before [Insert Transition Date]. We appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]