

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Notification of Sale of Outstanding Debts**

Dear [Recipient's Name],

We are writing to inform you that as of [Date], your outstanding debt with [Your Company Name] has been sold to [Purchaser's Company Name]. This decision was made in accordance with our internal policies and applicable laws.

Your new creditor, [Purchaser's Company Name], will now be responsible for the management and collection of your outstanding balance of [Amount Owed]. Please direct all future inquiries and payments to them at the following contact details:

[Purchaser's Company Name]

[Purchaser's Company Address]

[City, State, Zip Code]

[Purchaser's Email Address]

[Purchaser's Phone Number]

If you have any questions or require further information, feel free to contact us before [Last Date of Contact]. We appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]