

Important Update Regarding Your Account

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a recent update concerning your outstanding account with us.

As of [Insert Date], your account has been sold to a collection agency, [Collection Agency Name]. This decision was made after a thorough review of your account and current standing.

Please be advised that all future communications regarding this account should be directed to [Collection Agency Name] at [Collection Agency Contact Information]. They will provide you with information on how to resolve your outstanding balance and any further steps required.

Thank you for your attention to this matter. If you have any questions, feel free to reach out to us before the transfer is complete.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]