

Account Transfer Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your account with us has been transferred to a third-party collection agency, [Collection Agency Name]. This change is effective as of [Effective Date].

All future communications regarding your account should be directed to [Collection Agency Name] at the following contact information:

[Collection Agency Address]
[City, State, Zip Code]
Phone: [Agency Phone Number]
Email: [Agency Email Address]

Please be advised that your account balance is currently \$[Amount Owed]. You may settle your account directly with the collection agency.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]