

Account Transfer Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Creditor's Name]

[Creditor's Company Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

We are writing to inform you that our account [Account Number] with your organization has been transferred to [New Company Name] effective [Transfer Date]. This decision has been made to better serve our clients and streamline our operations.

All future correspondence and transactions related to this account should be directed to [New Company Name], at the following address:

[New Company Address]

[City, State, Zip Code]

[New Company Phone Number]

We appreciate your cooperation during this transition. Should you have any questions or need further assistance, please do not hesitate to contact us or reach out to [New Company Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]