

Assignment of Debtor Account, Notice

TO: _____

Re: Your account with _____

Your account with _____ has been transferred to
_____. Effective immediately, all payments in regard to this account
must be made to _____ at the following address:

You will not receive credit for payments made to _____. ALL PAYMENTS
MUST BE MADE TO _____.

Dated: _____

for _____

cc Party to Whom the Payments are to be Sent

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Review list

This review list is provided to inform you about this document in question and assist you in its preparation. This Assignment notice can be used in a variety of circumstances ranging from outright selling a debt or Accounts Receivable, to a host of other circumstances. We recommend you copy the party to whom the payments are sent to fulfill your obligations to them as well as to inform the debtor that this has been done.

1. Mail and fax notices to the debtor. Send a copy to the new party and keep a copy in the file of your transaction with them.