[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: ASSIGNMENT NOTICE TO ACCOUNT DEBTOR**

Dear [DEBTOR NAME],

This letter serves to notify you that on [DATE], [CREDITOR NAME], of COMPLETE ADDRESS], did assign all of his rights as a secured party under the original Financing Statement, the date of which is [DATE], file number [FILE NO.], filed on [DATE], at [PLACE OF FILING], to [NAME OF ASSIGNEE], of [COMPLETE ADDRESS].  
  
A statement of said assignment has been filed at [PLACE OF FILING], on [DATE], bearing file number [FILE NO.].  
  
You are hereby noticed that effective [DATE], your [MONTHLY OR OTHER] payments of [AMOUNT] are to be made directly to [NAME OF ASSIGNEE] at [COMPLETE ADDRESS].

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]