

Notice of Assignment of Account for Collection

Date: _____, 20 _____

To: _____

RE: Assignment of Account for Collection

Dear _____ :

Please be advised that as of _____, 20 _____, the following account
receivable balance has been assigned for collection to the firm of

_____, of
_____,
City of _____, State of _____.

<i>Invoice Number</i>	<i>Date</i>	<i>Amount</i>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Interest on account at _____ %		\$ _____
Late charges		\$ _____
Less credits and payments		\$ _____
TOTAL BALANCE DUE		\$ _____

Please contact the above firm regarding all future payments on this account.

Very truly,

Signature

Printed Name