[Date]

[Contact Name]
[Accounts Payable Department]
[Debtor Business Name]
[Street Address]
[City, State, Zip Code]

RE: NOTICE OF TRANSFER OF ACCOUNT TO DEBT COLLECTION AGENCY

Account Number: [Account Number]
Outstanding Balance: $[Amount Owed]
Invoice Number(s): [List Invoices]

Dear [Contact Name or Accounts Payable Manager],

This letter serves as formal notice that your commercial account with [Your Company Name] is past due. Despite our previous attempts to resolve this balance, payment has not been received.

Please be advised that as of [Date], this account has been officially transferred to our third-party collection agency for recovery:

[Collection Agency Name]
[Agency Address]
[Agency Phone Number]
[Agency Website/Email]

Effective immediately, all further communications regarding this debt, including payment arrangements and disputes, must be directed to [Collection Agency Name]. [Your Company Name] will no longer accept direct payments for this balance.

Failure to resolve this matter with the agency may result in further action, including reporting to commercial credit bureaus.

If payment has already been sent within the last 48 hours, please disregard this notice.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]
[Your Phone Number]