

[Date]

[Customer Name]

[Service Address]

[City, State, Zip Code]

Re: Final Notice of Delinquent Account - Transfer to Collection Agency

Account Number: [Insert Account Number]

Total Outstanding Balance: \$[Insert Amount]

Dear [Customer Name],

Our records indicate that your utility account remains past due despite previous notices. As of the date of this letter, we have not received the required payment to bring your account into good standing.

Please be advised that if the total balance of \$[Insert Amount] is not paid in full by [Insert Deadline Date], your account will be officially transferred to an external collection agency.

Transferring your account to a collection agency may result in the following:

- Reporting of the delinquency to major credit bureaus.
- Additional collection fees or interest charges.
- Difficulty obtaining future utility services or credit.

To prevent this transfer, please submit your payment immediately via [Insert Payment Method, e.g., online portal, phone, or in person]. If you are unable to pay the full amount, please contact our billing department at [Insert Phone Number] before [Insert Deadline Date] to discuss potential payment arrangements.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department]

[Utility Company Name]

[Company Phone Number]

[Company Website]