

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF TRANSFER TO COLLECTION AGENCY

Account Number: [Account Number]

Total Amount Due: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notification that your past-due account with [Original Company Name] has been transferred to an external collection agency for immediate recovery.

Despite our previous attempts to resolve this balance, we have not received the required payment. As of [Date], the following agency will be managing your account:

[Collection Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Website/Portal]

Please direct all future payments and inquiries regarding this debt to [Collection Agency Name]. All further correspondence from our office regarding this balance will cease, and the account is now subject to the agency's collection procedures.

If you have already sent payment, please contact the agency listed above to verify the status of your account.

Sincerely,

[Your Name/Department]

[Original Company Name]

[Contact Phone Number]