

Date: [Insert Date]

Subject: FINAL NOTICE: Transfer of Account to Debt Collection Agency

Account Details:

Customer Name: [Customer Name]

Account ID: [Account ID]

Subscription Plan: [Software Name/Plan]

Outstanding Balance: [Total Amount Due]

Dear [Customer Name],

This letter serves as formal notification that your account with [Your Company Name] is severely past due. Despite our previous attempts to resolve this matter, we have not received the outstanding payment of [Total Amount Due] for your software subscription.

Please be advised that if payment is not received in full by [Deadline Date], your account will be officially transferred to a third-party debt collection agency. A transfer to collections may impact your credit rating and result in additional collection fees.

To prevent this action, please complete your payment immediately via one of the following methods:

- Online Portal: [Link to Payment Portal]
- Phone: [Phone Number]
- Bank Transfer: [Account Details]

If you have already made this payment, please disregard this notice and provide us with the transaction details so we can update your records.

If you wish to discuss a payment plan or dispute this balance, you must contact us at [Phone Number] or [Email Address] before [Deadline Date].

Sincerely,

[Your Name/Department]

[Your Company Name]

[Your Contact Information]