

Date: [Date]

Subject: Notice of Debt Transfer to Collection Agency

Customer Name: [Customer Name]

Service Address: [Service Address]

Account Number: [Account Number]

Dear [Customer Name],

This letter is to formally notify you that your outstanding balance for utility services provided by [Utility Company Name] has been transferred to a third-party collection agency.

Details of Outstanding Debt:

- Total Amount Due: \$[Amount]
- Original Due Date: [Date]
- Service Period: [Start Date] to [End Date]

As of [Date], your account has been assigned to the following agency:

Collection Agency Name: [Agency Name]

Address: [Agency Address]

Phone Number: [Agency Phone Number]

Reference Number: [Reference Number]

Please direct all future payments and inquiries regarding this balance to [Collection Agency Name]. You may contact them directly at the number provided above to arrange for payment or to discuss a settlement plan.

Failure to resolve this debt may impact your credit rating. If you believe this transfer was made in error or if you have already paid this balance, please contact our billing department immediately at [Utility Phone Number].

Sincerely,

[Your Name/Department]

[Utility Company Name]