

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: NOTICE OF TRANSFER OF ACCOUNT TO DEBT COLLECTION AGENCY

Account Number: [Account Number]
Total Amount Due: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notice that your account is now seriously past due. Despite our previous attempts to contact you regarding the balance of \$[Amount], we have not received the outstanding payment or a satisfactory repayment proposal.

Please be advised that if payment is not received in full by [Deadline Date], your account will be formally transferred to [Name of Collection Agency] for collection. Once the transfer is complete, we will no longer be able to handle this matter directly, and all further communication must be directed to the collection agency.

A transfer to a collection agency may negatively impact your credit rating and may result in additional fees or legal action.

To prevent this action, please send payment immediately via [Payment Method] or contact us at [Phone Number] to discuss your options.

Sincerely,

[Your Name/Signature]
[Your Title]