

[Date]

[Student Name]
[Student ID Number]
[Address Line 1]
[Address Line 2]

RE: PRE-COLLECTION NOTICE - DELINQUENT STUDENT ACCOUNT

Dear [Student Name],

This letter serves as a formal notice that your student account with [Institution Name] is currently past due. Our records indicate an outstanding balance of \$[Amount].

Despite previous notifications, we have not received payment or a formal arrangement to resolve this debt. Your account is now at risk of being transferred to an external collection agency. If your account is referred to a collection agency, you may be responsible for additional collection fees, and your credit rating may be negatively impacted.

To prevent this action, please submit full payment by [Deadline Date].

Payment Options:

- Online via Student Portal: [Link]
- By Phone: [Phone Number]
- In Person at the Bursar's Office

If you are unable to pay the full amount at this time, please contact the Financial Services Office immediately at [Phone Number] or [Email Address] to discuss potential payment plan options.

Please disregard this notice if payment has been made within the last 48 hours.

Sincerely,

[Sender Name]
[Title]
[Institution Name]