

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

Re: NOTICE OF TRANSFER TO COLLECTION AGENCY

Account Number: [Insert Account Number]

Outstanding Balance: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as formal notification that your account with [Your Company Name] is now past due. Despite our previous attempts to resolve this matter, we have not received the outstanding payment of \$[Insert Amount].

Please be advised that your account has been officially transferred to our third-party collection agency: **[Collection Agency Name]**.

As of this date, all future communications and payments regarding this debt must be directed to them at the following address:

[Collection Agency Name]

[Collection Agency Address]

[Collection Agency Phone Number]

Failure to settle this debt may result in further action, including reporting this delinquency to national credit bureaus, which may negatively impact your credit rating.

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Name/Department]

[Your Company Name]