

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

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

RE: NOTICE OF PAYMENT DUE - Account #[Account Number]

Dear [Debtor Name],

This letter serves as formal notification that your account has been referred to our agency for collection. Despite previous attempts to resolve this matter, the balance remains unpaid.

Please be advised that the total amount now due includes the original debt plus our agency's collection fees, as authorized by your initial agreement or local regulations. The breakdown of the total balance is as follows:

- Original Amount: \$[Amount]
- Agency Collection Fee: \$[Fee Amount]
- **Total Balance Due: \$[Total Amount]**

To prevent further action, please remit the total amount due by [Date]. Payments can be made via [Payment Method/Link].

If you have already sent your payment, please disregard this notice. If you wish to dispute this debt, you must notify this office in writing within 30 days of receiving this letter.

Sincerely,

[Your Name/Department]
[Company Name]