[Date]

[Tenant Name]
[Business Name]
[Property Address]
[Suite/Unit Number]

RE: NOTICE OF INTENT TO ASSIGN DELINQUENT ACCOUNT TO COLLECTIONS

Dear [Tenant Contact Name],

This letter serves as formal notice regarding your past-due balance for the commercial lease at [Property Address].

As of [Date], your account is delinquent in the amount of $[Total Amount Owed]. Despite previous notices sent on [List Dates of Prior Notices], we have not received the outstanding payment or a formal proposal for a payment plan.

Please be advised that if the total balance is not paid in full by [Final Deadline Date], your account will be officially transferred to a third-party collection agency: [Name of Collection Agency].

Placement of your account with a collection agency may result in the following:

- Reporting of the delinquency to major commercial credit bureaus.
- Assessment of additional collection fees, interest, and legal costs.
- Further legal action to recover the debt and/or possession of the premises.

To prevent this action, please remit payment immediately via [Accepted Payment Method] or contact our office at [Phone Number] no later than [Time] on the deadline date stated above.

Sincerely,

[Landlord/Property Manager Name]
[Company Name]
[Contact Information]