

Date: [Date]

To:

[Former Tenant Name]

[Last Known Address]

[City, State, Zip Code]

FROM:

[Landlord/Property Management Name]

[Address]

[Phone Number]

RE: NOTICE OF ACCOUNT ASSIGNMENT TO COLLECTIONS

Case Number: [Court Case Number]

Property Address: [Rental Unit Address]

Dear [Former Tenant Name],

This letter serves as formal notification that your delinquent account regarding the eviction judgment entered against you on [Date of Judgment] has been officially assigned to a third-party collection agency.

Despite previous attempts to resolve this debt, the total outstanding balance of \$[Amount] remains unpaid. This balance includes:

- Unpaid Rent: \$[Amount]
- Legal/Court Costs: \$[Amount]
- Property Damages: \$[Amount]
- Late Fees/Interest: \$[Amount]

Collection Agency Information:

Agency Name: [Name of Collection Agency]

Address: [Agency Address]

Phone Number: [Agency Phone Number]

From this point forward, all inquiries, payments, or payment arrangements must be directed to the collection agency listed above. Please be advised that this action may be reported to national credit bureaus, which may impact your credit score and your ability to secure future housing or financing.

Sincerely,

[Your Name/Signature]

[Title]