

[Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO ASSIGN ACCOUNT TO COLLECTIONS

Dear [Tenant Name],

This letter serves as a formal notice regarding the outstanding balance of \$[Amount] owed for your residency at [Property Address], which you vacated on [Move-Out Date].

Despite previous attempts to contact you, your account remains unpaid. This balance consists of the following charges:

- Unpaid Rent: \$[Amount]
- Cleaning/Repair Fees: \$[Amount]
- Late Fees/Utilities: \$[Amount]
- Less Security Deposit: -(\$[Amount])

Total Outstanding Balance: \$[Total Amount]

Please be advised that if payment is not received in full by [Deadline Date], your account will be officially transferred to a third-party collection agency. Placement with a collection agency may negatively impact your credit rating and your ability to secure future housing.

Please make your check or money order payable to [Landlord/Company Name] and mail it to:

[Payment Mailing Address]

[City, State, Zip Code]

If you have already sent payment, please disregard this notice. If you wish to discuss a payment plan, please contact our office immediately at [Phone Number].

Sincerely,

[Your Name/Management Name]

[Title]

[Contact Information]