

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

[Date]

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

RE: FINAL NOTICE - ACCOUNT TRANSFER TO COLLECTIONS

Account Number: [Account Number]
Total Outstanding Balance: \$[Total Amount]
Past Due Amount (Late Fees): \$[Fee Amount]

Dear [Customer Name],

This letter serves as formal notification that your account is severely past due. Despite our previous attempts to contact you regarding the outstanding late fees and balance, we have not received the required payment.

Please be advised that because your account remains unresolved, we are officially transferring your file to an external collection agency on [Date].

To prevent this action and avoid potential impacts on your credit rating, you must submit the full payment of \$[Total Amount] by [Deadline Date].

Payments can be made via:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: Send a check to the address listed at the top of this letter.

If you have already sent your payment, please disregard this notice. If you have any questions, contact our billing department immediately at [Phone Number].

Sincerely,

[Your Name/Department]
[Your Company Name]