

Date: [Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO DISPATCH TO COLLECTIONS

Dear [Debtor Name],

This letter serves as formal notice regarding the unpaid balance of \$[Amount] for property damages incurred at [Property Address] on [Date of Incident].

Despite previous attempts to resolve this matter, we have not received the full payment or a signed repayment agreement. As a result, your account has been flagged for transfer to a professional debt collection agency.

Account Summary:

- **Total Damage Cost:** \$[Amount]
- **Payments Received:** \$[Amount]
- **Outstanding Balance:** \$[Amount]

If the balance is not paid in full by [Deadline Date], your file will be officially transferred to [Name of Collection Agency]. Please be advised that being sent to collections may negatively impact your credit rating and may result in additional legal action to recover the debt.

To avoid this action, please send payment immediately or contact us at [Phone Number] to discuss a final settlement.

Sincerely,

[Your Signature]

[Your Printed Name]