

Date: [Current Date]

To: [Tenant Name]
[Tenant Address]
[City, State, Zip Code]

RE: NOTICE OF ACCOUNT SENT TO COLLECTIONS

Dear [Tenant Name],

This letter serves as formal notification that your delinquent account regarding the property located at [Property Address] has been officially transferred to a third-party collection agency.

Despite previous attempts to resolve the outstanding balance, we have not received the full payment required. As of this date, your total balance due is \$[Amount]. This balance includes unpaid rent, late fees, and [Other Applicable Charges].

Please be advised that all further communication regarding this debt must now be directed to the collection agency listed below:

Collection Agency Name: [Agency Name]
Address: [Agency Address]
Phone Number: [Agency Phone Number]
Account Reference Number: [Reference Number]

The transfer of this account may impact your credit score and your ability to secure future housing or financing. To prevent further collection actions, we recommend you contact the agency immediately to arrange payment.

Sincerely,

[Your Name/Company Name]
[Your Phone Number]
[Your Email Address]