

Date: [Insert Date]

Recipient Name: [Insert Tenant/Account Holder Name]

Address: [Insert Property Address]

Account Number: [Insert Account Number]

RE: NOTICE OF UNPAID UTILITIES SENT TO COLLECTIONS

Dear [Insert Name],

This letter serves as formal notification that your outstanding balance for utility services at the above-referenced property remains unpaid despite previous requests for payment.

As of [Insert Date], your delinquent balance totals: **[\$[Insert Amount]]**.

Due to the age of this debt, your account has been officially transferred to a third-party collection agency: [Insert Name of Collection Agency].

Please be advised of the following:

- Further communication regarding this debt must now be directed to the collection agency.
- This delinquency may be reported to national credit bureaus, which could negatively impact your credit score.
- Failure to settle this balance may result in further legal action to recover the funds.

If you have already made this payment or believe this notice is in error, please provide proof of payment immediately.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]