

Date: [Current Date]

[Collection Agency Name]

[Agency Address]

[City, State, Zip Code]

RE: Referral of Delinquent Parking Account

To Whom It May Concern,

This letter serves as a formal referral for the collection of an unpaid parking balance. Despite multiple attempts to collect the debt directly, the account remains delinquent.

Debtor Information:

- **Debtor Name:** [Full Name of Registered Owner]
- **Reference/Ticket Number:** [Number]
- **Vehicle Plate:** [License Plate Number and State]
- **Total Amount Due:** \$[Amount]
- **Date of Violation:** [Date]
- **Last Date of Contact:** [Date]

Please initiate formal collection proceedings in accordance with the Fair Debt Collection Practices Act (FDCPA). We have enclosed copies of the original citations and previous notices sent to the debtor for your records.

You are authorized to pursue the full balance, including any applicable interest or collection fees as permitted by law. Please provide our office with monthly status reports regarding this account.

Thank you for your assistance.

Sincerely,

[Your Name/Authorized Representative]

[Your Company/Organization Name]

[Phone Number]

[Email Address]