

FINAL NOTICE: INTENT TO ASSIGN DEBT TO A THIRD-PARTY COLLECTION AGENCY

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

Account Number: [Insert Account Number]

Dear [Debtor Name],

Our records indicate that your account remains past due despite our previous attempts to resolve this matter. As of today, your total outstanding balance is **[Insert Amount Due]**.

This is your formal notification that this is the **Final Warning**. If full payment is not received or a formal payment arrangement is not established within [Insert Number, e.g., 7 or 10] business days from the date of this letter, we will be forced to assign your account to a third-party debt collection agency.

Please be advised that the assignment of your debt to a third party may result in the following:

- Reporting of this delinquency to major credit bureaus.
- Frequent contact from collection agents.
- Potential legal action to recover the debt.

To prevent this action, please submit your payment immediately via [Insert Payment Method, e.g., online portal, check, or phone].

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]