Date: [Insert Date]

Account Number: [Insert Account Number]
Amount Overdue: $[Insert Amount]

TO:
[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: FINAL NOTICE BEFORE DEBT TRANSFER

Dear [Debtor Name],

This letter serves as formal notification that your account is now severely past due. Despite previous attempts to contact you regarding your outstanding balance of $[Insert Amount], we have not received payment.

Please be advised that if we do not receive the full payment by [Insert Deadline Date], we will transfer your account to a third-party collection agency.

Transferring your debt to a collection agency may have the following consequences:

- Reporting of the delinquency to major credit bureaus.
- Potential negative impact on your credit score.
- Direct contact from external collection agents.

To prevent this action, please submit your payment immediately via [Insert Payment Method] or contact our billing department at [Insert Phone Number] to discuss a payment arrangement.

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

Sincerely,

[Your Name/Company Name]
[Title]
[Contact Information]