

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: NOTICE OF ACCOUNT TRANSFER TO COLLECTIONS

Account Number: [Account Number]
Total Amount Overdue: \$[Amount]

Dear [Customer Name],

This letter serves as formal notification that your account with [Your Company Name] is severely past due. Despite our previous attempts to resolve this matter, we have not received the outstanding balance of \$[Amount].

Please be advised that if payment is not received in full by [Deadline Date], your account will be officially transferred to an external collection agency. Transferring your account may negatively impact your credit rating and may result in additional collection fees or legal action.

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

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

Sincerely,

[Your Name/Department]
[Your Company Name]