

## URGENT NOTICE REGARDING YOUR DELINQUENT ACCOUNT

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Intent to Transfer Account to Collections

Matter Description: [Insert Matter Name/Case Number]

Outstanding Balance: \$[Insert Amount]

Dear [Client Name],

This letter serves as a final formal notice regarding the unpaid balance on your account with [Law Firm Name]. Despite previous invoices and reminders sent on [Date of Last Notice], our records indicate that your balance of \$[Insert Amount] remains unpaid and is now [Number] days past due.

We value our relationship with our clients; however, we cannot continue to carry this outstanding debt. If we do not receive payment in full or an agreed-upon payment plan by [Insert Deadline Date], we will be forced to take the following actions:

- Transfer your account to an external professional debt collection agency.
- Report the delinquency to national credit reporting bureaus.
- Evaluate the initiation of legal proceedings to recover the debt, including principal, interest, and applicable legal costs.

To prevent these actions and the potential negative impact on your credit rating, please remit payment immediately via [Insert Payment Method/Link] or contact our billing department at [Insert Phone Number] to discuss your options.

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

Sincerely,

[Your Name/Firm Administrator]

[Law Firm Name]

[Phone Number]

[Email Address]