

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO SEND TO COLLECTIONS

Dear [Debtor Name],

This letter serves as formal notification that your account is now seriously past due. Despite our previous attempts to contact you, we have not received payment for the outstanding flat fee arrears listed below:

Account Number: [Account Number]

Original Due Date: [Date]

Total Amount Due: \$[Amount]

Please be advised that if we do not receive payment in full by [Deadline Date], we will have no choice but to transfer your account to a third-party collection agency. Sending your account to collections may negatively impact your credit rating.

To prevent this action, please remit payment immediately via [Payment Method] or contact our office at [Phone Number] to discuss a payment arrangement.

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

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]