

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO REFER TO COLLECTIONS

Dear [Client Name],

This letter serves as a final formal notice regarding your unpaid balance for legal consultation services provided on [Date of Service].

Despite previous reminders sent on [Dates of previous notices], our records indicate that your account remains delinquent. As of today, the total outstanding balance is **\$\$[Amount Due]**.

Please be advised that if payment is not received in full by [Deadline Date, e.g., 7 days from today], we will have no choice but to refer your account to a third-party collection agency and/or initiate legal proceedings to recover the debt. A referral to collections may negatively impact your credit rating.

To avoid this action, please submit your payment immediately via [Accepted Payment Methods].

If you have already sent your payment, please disregard this notice. If you wish to discuss a payment plan, you must contact our billing department at [Phone Number] before the deadline stated above.

Sincerely,

[Your Name/Firm Name]

[Your Phone Number]

[Your Email Address]