

[Date]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

RE: Referral of Delinquent Legal Account for Collection

Dear [Contact Name or Collections Department],

We are formally referring the following delinquent legal account to your agency for collection services:

- **Debtor Name:** [Client Name]
- **Account Number:** [Reference Number]
- **Total Balance Due:** \$[Amount]
- **Date of Last Payment:** [Date]
- **Date Account Opened:** [Date]

Attached to this letter, you will find the relevant documentation supporting this claim, including itemized invoices and the signed fee agreement. All internal attempts to collect this debt have been exhausted.

Please proceed with your standard collection procedures in accordance with the Fair Debt Collection Practices Act (FDCPA) and any applicable state laws. We authorize you to negotiate a settlement of no less than [Percentage]% of the total balance without prior written approval from our firm.

Please acknowledge receipt of this referral and provide us with your internal file number for future correspondence. All payments recovered, minus your agreed-upon commission, should be forwarded to our office monthly.

Thank you for your assistance in this matter.

Sincerely,

[Your Name/Firm Representative]

[Law Firm Name]

[Phone Number]

[Email Address]