

Notice of Referral to Collection Agency

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you that your account with [Telecom Company Name] has been referred to a collection agency due to an outstanding balance of [Insert Amount] that remains unpaid as of [Insert Due Date].

Please be advised that efforts to collect this debt will now be handled by [Collection Agency Name], and they will be contacting you regarding this matter.

If you have already made your payment, please disregard this notice. If you have questions or wish to make arrangements regarding your account, please contact our billing department at [Telecom Company Phone Number] or reach out directly to [Collection Agency Name] at [Collection Agency Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Telecom Company Name]

[Contact Information]