

Account Transfer Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Customer's Name],

We are writing to inform you that your account with us, Account Number: [Account Number], has been transferred to collections due to non-payment. Despite our previous attempts to contact you regarding this outstanding balance of [Amount], we have not received any response or payment.

The details of your account are as follows:

- Account Number: [Account Number]
- Outstanding Balance: [Amount]
- Due Date: [Due Date]

Please be aware that this action has been taken in accordance with our company policies. As a result, this account will now be handled by our collections agency. We strongly encourage you to contact them directly to discuss payment options and avoid any further complications.

You can reach the collections agency at:

[Collections Agency Name]

[Agency Contact Number]

[Agency Email Address]

If you have already made payment or believe this notice is in error, please contact us immediately at [Your Phone Number] so we can resolve the issue.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]