

Confirmation of Referral to Debt Collection Service

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm that your account has been referred to our debt collection service due to the outstanding balance of [Insert Amount]. Despite our previous attempts to resolve this matter, we have not received payment.

Please be advised that the debt collection agency will reach out to you shortly to discuss this issue further. We encourage you to contact them directly to resolve your account promptly.

If you have any questions or believe this referral was made in error, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]