

Notice of Intent to Refer Account to Collections

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To: [Debtor's Name]

[Debtor's Address]

[City, State, ZIP Code]

Dear [Debtor's Name],

We are writing to inform you that your account with us, with an outstanding balance of [insert amount], has become delinquent. As of today's date, the balance has remained unpaid for [insert duration].

We have made several attempts to collect this debt through reminders and notices; however, we have not received adequate response or payment from your end.

Please be advised that if we do not receive payment in full by [insert deadline date], we will have no choice but to refer your account to a collections agency for further action. Please understand that this may negatively impact your credit status.

We encourage you to contact our office at [insert phone number] or [insert email address] to discuss your account or to make payment arrangements.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]