

Notice of Account Referral

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your account with [Your Company Name] has been referred to a collection agency due to non-payment. Despite our previous attempts to reach you regarding the outstanding balance of [Insert Amount], we have not received any response.

Your account is now under the management of [Collection Agency Name]. Please contact them directly at [Collection Agency Phone Number] to discuss your account and payment options.

We urge you to address this matter promptly to avoid further collection actions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]