

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Collection Agency Name]

[Agency Address]

[City, State, Zip Code]

## **Subject: Referral of Unpaid Invoices**

Dear [Collection Agency Name],

I am writing to formally refer the following unpaid invoices to your agency for collection:

- Invoice Number: [Invoice Number 1], Amount: [Amount 1], Due Date: [Due Date 1]
- Invoice Number: [Invoice Number 2], Amount: [Amount 2], Due Date: [Due Date 2]
- Invoice Number: [Invoice Number 3], Amount: [Amount 3], Due Date: [Due Date 3]

Despite multiple reminders and attempts to collect payment directly, these invoices remain unpaid. The total amount outstanding is [Total Amount].

Please find enclosed copies of the unpaid invoices for your reference.

Thank you for your assistance in this matter. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]