

Warning Prior to Collection Referral

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

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 us is currently overdue. As of today, the total outstanding balance is [Amount Due]. Despite our previous attempts to collect this payment, we have not yet received the funds.

We kindly ask that you make this payment within [number of days, e.g., 15 days] from the date of this letter to avoid further action. If we do not receive the full payment or a response from you by [deadline date], we may refer your account to a collection agency.

Please treat this matter with urgency. If you have already sent your payment, please disregard this notice.

Should you have any questions or require assistance, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]