

Utility Collection Agency Referral Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Insert Account Number]

Subject: Notice of Referral to Collection Agency

Dear [Customer Name],

We are writing to inform you that your utility account has an outstanding balance of [Insert Amount] that has not been paid. Despite our previous communications, this balance remains unpaid.

As a result, your account has been referred to a collection agency as of [Insert Referral Date]. Please be advised that this could impact your credit score and may lead to additional fees.

You have until [Insert Final Payment Date] to settle your account directly with us. After this date, the collection agency will handle your account.

If you have already made this payment or believe this notice has been sent in error, please contact us immediately at [Insert Contact Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Contact Information]