

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Collection – Referral of Account to Collection Agency

Dear :

Your unpaid balance of \$ has been referred to our agency by {Name}. You may pay the balance now or discuss your payment options with us. Please contact us regarding this notice.

Sincerely,

N A M E