[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**NOTICE THAT ACCOUNT IN DANGER OF REFERRAL TO AGENCY**

Dear [CONTACT NAME],

We have invested a significant amount of time and resources into working out arrangements for you to pay your account. We are now concerned with the lack of effort made on your part to meet our agreements.

We must, therefore, insist that payment is received within [NUMBER] days of this notice. Failing receipt of payment, we will have no alternative other than to forward your account to our attorney for further action.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

This email is intended only for the person to whom it is addressed and/or otherwise authorised persons. The information contained confidential and the property of [SENDER]. If you are not the intended recipient, please be advised that viewing this message and any attachments, as well as copying, forwarding, printing, and disseminating any information related to this email is prohibited, and that you should not take any action based on the content of this email and/or its attachments. If you received this message in error, please contact the sender and destroy all copies of this email and any attachment. Please note that the views and opinions expressed herein are solely those of the author and do not necessarily reflect those of the company. While antivirus protection tools have been employed, you should check this email and attachments for the presence of viruses. No warranties or assurances are made *in re*lation to the safety and content of this email and attachments. [SENDER] accepts no liability for any damage caused by any virus transmitted by or contained in this email and attachments. No liability is accepted for any consequences arising from this email.