[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: REFERRAL OF [DEBTOR NAME] ACCOUNT TO COLLECTION AGENCY**

Dear [CLIENT NAME],

As there has been no response from the debtor to our payment request, we deem it necessary to place the account for collection.

In a gesture of good faith to the company, we request that no extreme steps towards collection are taken until [DATE]. Provided we receive the full payment by this date, you will be informed and asked to cancel the claim. If we do not receive the payment in full by this date, you are to ensure that our money is collected through any suitable means.

The debtor will receive a copy of this letter to ensure they have sufficient time to make the necessary payments before the expiry date mentioned above. A statement of account will also be attached.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]