Customer company

Customer address

Customer city + postcode

Bristol, 31 July 20XX

**Re**: **NOTICE OF INTENT TO PASS TO DEBT COLLECTION AGENCY**

Dear Sir/Madam,

Despite previous reminders, we regret to note that **invoice xxx dated xxx** remains unpaid.

You are therefore advised that unless the amount, as detailed below, is in our hands **within 7 DAYS** from the date hereof, we shall without further notice to yourselves pass this to a Debt Collection Agency for recovery.

**OVERDUE BALANCE: £2,457.00  
--------------------------------------------**

Please prevent this by paying the amount as requested.

You may disregard this letter if payment has been made in the last few days.

Yours faithfully,

Mr Smith  
Credit Control  
Your Company