

Notice of Appointment of Collection Agent

Date: _____, 20____

To: _____

RE: Appointment of Collection Agent

Dear _____ :

Please be advised that as of _____, 20_____, the firm of _____, of _____,

City of _____, State of _____, has been appointed as agent for collection of the following account receivable balance:

<i>Invoice Number</i>	<i>Date</i>	<i>Amount</i>
		\$
		\$
		\$
		\$

Interest on account at _____ %		\$ _____
Late charges	Amount	\$ _____
Less credits and payments	Amount	\$ _____

TOTAL BALANCE DUE	AMOUNT	\$
-------------------	--------	----

You may continue to make your payments to our company or you may make further payments to the collection agent. Thank you.

Very truly,

Signature _____

Printed Name _____