

URGENT NOTICE: CONTACT OUR OFFICE IMMEDIATELY

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [Debtor City, State, Zip]

Re: Past Due Account

Account Number: [Insert Account Number]

Total Amount Owed: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as formal notification that your account has been referred to our debt collection office due to non-payment. Despite previous attempts to resolve this matter, the balance remains unpaid.

You are requested to contact our office immediately at **[Insert Phone Number]** to arrange for payment or to discuss a settlement plan. Our office hours are [Insert Hours of Operation].

Failure to respond to this notice may result in further collection actions. We strongly urge you to resolve this matter today to avoid additional consequences.

Payments can be made via:

- Phone: [Insert Phone Number]
- Online: [Insert Website URL]
- Mail: [Insert Mailing Address for Payments]

We look forward to your immediate cooperation.

Sincerely,

[Your Name/Representative Name]

[Collection Agency Name]

[Phone Number]

[Email Address]

This is an attempt to collect a debt. Any information obtained will be used for that purpose.