

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: NOTICE OF DEBT COLLECTION

Account Number: [Account Number]
Amount Owed: \$[Total Amount]

Dear [Debtor Name],

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

According to our records, you have an outstanding balance of \$[Total Amount] which was due on [Original Due Date]. To date, we have not received payment for this balance.

Please remit payment in full by [Deadline Date] to avoid further action. You may send payment to the address listed at the top of this letter. If you have already sent payment, please disregard this notice.

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of the debt or any portion thereof, this office will assume the debt is valid. If you notify this office in writing within 30 days from receiving this notice that you dispute the debt or any portion thereof, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification.

Sincerely,

[Your Signature]
[Your Printed Name]