

Date: [Insert Date]

Notice ID: [Insert ID Number]

Debtor Name: [Insert Name]

Address: [Insert Address]

SUBJECT: NOTICE OF INTENT TO COLLECT BY ADMINISTRATIVE OFFSET

Dear [Insert Name],

This letter serves as formal notice that you have a delinquent debt owed to [Insert Agency/Organization Name] in the amount of \$[**Insert Amount**].

Our records indicate that this debt is past due. Because you have failed to resolve this balance, we intend to collect the debt by **Administrative Offset**. This means we will withhold or intercept payments due to you from [Insert Agency or Government Source] to satisfy this debt.

Debt Details:

- Original Amount: \$[Insert Amount]
- Interest/Penalties: \$[Insert Amount]
- Total Outstanding: \$[Insert Total]
- Reason for Debt: [Insert Brief Description]

Your Rights:

To avoid the administrative offset, you must take one of the following actions within [Insert Number, e.g., 30] days from the date of this notice:

1. Pay the debt in full.
2. Request a written review of the existence or amount of the debt.
3. Request a copy of the records related to the debt.
4. Propose a written repayment agreement under terms acceptable to the agency.

If you fail to respond or pay by [Insert Deadline Date], we will proceed with the offset without further notice. This may include the interception of tax refunds, salary, or other federal/state payments.

Please make checks payable to [Insert Payment Entity] and include your Notice ID. If you have questions, contact our billing office at [Insert Phone Number].

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Agency Name]