

```
<header>
  <h1>[Collection Agency Name]</h1>
  <p>
    [Street Address]<br>
    [City, State, Zip Code]
  </p>
  <p>
    <strong>Phone:</strong> [Phone Number]<br>
    <strong>Fax:</strong> [Fax Number]<br>
    <strong>Email:</strong> [Email Address]<br>
    <strong>Website:</strong> [Website URL]
  </p>
</header>
<hr>
<section>
  <p>
    <strong>Date:</strong> [Current Date]
  </p>
  <p>
    <strong>Account Number:</strong> [Reference Number]<br>
    <strong>Creditor:</strong> [Original Creditor Name]<br>
    <strong>Balance Due:</strong> ${Amount}
  </p>
</section>
```