

[COLLECTION AGENCY NAME]

[Street Address]

[City, State, Zip Code]

Phone: [Phone Number] | Email: [Email Address]

Website: [Website URL]

Date: [Current Date]

Account Number: [Account Number]

Reference Number: [Reference Number]

[Debtor Name]

[Debtor Street Address]

[Debtor City, State, Zip Code]

RE: NOTICE OF UNPAID DEBT

Dear [Debtor Name],

Please be advised that your account with [**Original Creditor Name**] has been placed with our agency for collection. Our records indicate an outstanding balance of \$[**Amount Due**].

We request that you make payment in full immediately. Payments can be made via [Payment Methods, e.g., online portal, check, or phone].

If you have already sent your payment, please disregard this notice. If you wish to dispute the validity of this debt or any portion thereof, you must notify this office in writing within thirty (30) days after receiving this notice.

Sincerely,

[Agent Name or Department]

[Collection Agency Name]

This is an attempt to collect a debt by a debt collector and any information obtained will be used for that purpose.