

[Debt Collection Agency Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address/Website]

[Date]

To:

[Debtor Name]

[Debtor Address]

[Debtor City, State, Zip Code]

RE: NOTICE OF DEBT COLLECTION

Account Number: [Account Number]

Original Creditor: [Original Creditor Name]

Amount Owed: \$[Amount]

Dear [Debtor Name],

Please be advised that your account with [Original Creditor Name] has been referred to [Debt Collection Agency Name] for collection. Our records indicate that you have an outstanding balance of \$[Amount].

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 this 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 verification or judgment.

Payments should be made payable to [Agency Name] and sent to the address listed above.

Sincerely,

[Sender Name/Department]

[Debt Collection Agency Name]

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