[Your Company Name or Agency Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

[Debtor Name]
[Debtor Address Line 1]
[City, State, Zip Code]

RE: NOTICE OF ACCOUNT PLACEMENT

Account Number: [Account Number]
Creditor: [Original Creditor Name]
Amount Due: $[Total Amount]

Dear [Debtor Name],

This letter is to formally notify you that your account with [Original Creditor Name] has been placed with [Collection Agency Name] for collection due to non-payment.

As of the date of this letter, our records indicate an outstanding balance of $[Total Amount]. We request that you resolve this matter immediately to prevent further collection activity. Please make your payment in full or contact our office to discuss a payment arrangement.

Validation Notice:
Unless you dispute the validity of this debt, or any portion thereof, within thirty (30) days after receipt of this notice, we will assume the debt to be valid. If you notify us in writing within this thirty-day period that the debt, or any portion thereof, is disputed, we will obtain verification of the debt and mail a copy of such verification to you.

Payments can be made via [Payment Methods, e.g., online portal, check, or phone].

Sincerely,

[Sender Name/Department]
[Company Name]

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