

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

City, State, Zip: [City, State, Zip Code]

Subject: Important Disclosure Regarding Communication

Dear [Recipient Name],

This letter is in reference to [Account Number or Reference Number].

Please be advised that this communication is from a debt collector. This is an attempt to collect a debt and any information obtained will be used for that purpose.

If you have any questions regarding this matter, please contact our office at [Phone Number] during regular business hours.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]