Date: [Current Date]

To:
[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

From:
[Creditor/Agency Name]
[Your Address]
[Phone Number]

RE: NOTICE OF DEBT COLLECTION - RENTAL AGREEMENT

Account Number: [Account Number]
Original Creditor: [Property Name/Landlord]
Amount Owed: $[Total Amount]

Dear [Debtor Name],

This letter is to inform you that you have an outstanding balance regarding the rental agreement for the property located at [Rental Property Address]. According to our records, the amount of $[Total Amount] is past due for [list reasons, e.g., unpaid rent, late fees, or damages].

THIS IS AN ATTEMPT TO COLLECT A DEBT. ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE.

Unless you dispute the validity of this debt, or any portion thereof, within thirty (30) days after receipt of this notice, we will assume this 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.

Upon your written request within the thirty-day period, we will provide you with the name and address of the original creditor, if different from the current creditor.

Please remit payment in full to the address listed above or contact our office at [Phone Number] to discuss payment arrangements.

Sincerely,

[Your Name/Company Name]