

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name]
[Address]
[City, State, Zip Code]

Re: Account Number [Account Number]

Dear [Recipient Name],

This letter is regarding the outstanding balance on your account in the amount of \$[Amount].

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

If you wish to resolve this matter, please remit payment to the address listed above or contact our office at [Phone Number] to discuss payment options.

Sincerely,

[Your Name/Signature]
[Your Title]