

[Current Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF ACCOUNT PLACEMENT FOR COLLECTION

Account Number: [Account Number]

Amount Due: \$[Total Amount Due]

Dear [Debtor Name],

This letter serves as formal notice that your delinquent account with [Original Creditor Name] has been placed with our office, [Collection Agency Name], for collection.

Despite previous requests for payment, your balance remains unpaid. To prevent further collection activity, please submit the full amount of \$[Total Amount Due] by [Due Date].

Payments can be made via the following methods:

- Online: [Website URL]
- By Phone: [Phone Number]
- By Mail: [Mailing Address for Payments]

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this 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.

Sincerely,

[Agent Name/Department]

[Collection Agency Name]

[Phone Number]

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