

**[Debt Collection Agency Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address / Website]

[Date]

**TO:**

[Debtor Full Name]

[Debtor Street Address]

[Debtor City, State, Zip Code]

**RE: NOTICE OF DEBT COLLECTION**

Creditor: [Original Creditor Name]

Account Number: [Account Number]

Amount Due: \$[Total Amount]

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