

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

From:

[Your Company/Agency Name]

[Your Address]

[Phone Number]

RE: NOTICE OF DEBT COLLECTION

Account Number: [Insert Account Number]

Creditor: [Insert Original Creditor Name]

Amount Due: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as formal notice that your account has been referred to our office for collection. According to our records, the balance of \$[Insert Amount] is currently past due.

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

If you notify us in writing within the thirty-day period that the debt, or any portion thereof, is disputed, we will obtain verification of the debt or a copy of a judgment and mail a copy of such verification or judgment 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.

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

Sincerely,

[Your Name/Signature]

[Your Title]