

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Collection Agency Name]

[Collection Agency Address]

[City, State, Zip Code]

Dear [Collection Agency Contact Name],

I hope this message finds you well. I am writing to follow up regarding the referral of the collection account [Insert Account Number] that was submitted to your agency on [Insert Referral Date].

As of today, I would like to inquire about the status of this account and any actions that may have been taken thus far. Also, please let me know if you require any further information from my end to assist with the collection process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]