

Debt Collection Notice

Date: [Insert Date]

To: [Agency Name]

Address: [Agency Address]

City, State, Zip: [Agency City, State, Zip]

Dear [Agency Contact Name],

This letter is to formally notify you that [Client's Name], with a debt account number [Account Number], has an outstanding balance of [Amount Owed] due to [Reason for Debt]. Despite previous attempts to resolve this matter directly with the debtor, we have been unable to collect this amount.

We hereby authorize your agency to take the necessary steps to collect the debt on our behalf. Please find attached the relevant documents relating to this matter for your reference.

We request that you provide us with updates regarding any communications or actions taken concerning the debt collection process. If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip]