

# Formal Notification to Third-Party Collection Agency

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],

Subject: Formal Notification Regarding Debt Collection

I am writing to formally notify you regarding the account referenced by [Account Number or Reference Number] that you currently hold for collection.

According to my records, the original creditor is [Original Creditor's Name] and the amount owed is [Amount]. Please be advised that I dispute this debt and request verification of the amount owed, as permitted under the Fair Debt Collection Practices Act.

Please provide me with all relevant documentation pertaining to this account within 30 days from the date of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]