

# Debt Collection Notice

Date: [Insert Date]

To: [Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

We are writing to inform you that your account with [Original Creditor's Name] has been placed in our collection agency due to a past due balance of [Insert Amount]. As of today, the total amount due is [Insert Total Amount Due], which includes any applicable fees and interest.

Please be advised that you have the right to dispute this debt. If you believe this debt is not valid, please write to us within 30 days of receiving this letter. If we do not hear from you, we may continue our collection efforts.

To resolve this matter, please remit payment in full to avoid any further collection actions. Payment can be made via [Payment Methods]. For any questions or to discuss payment options, feel free to contact us at [Collection Agency's Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Collection Agency's Name]

[Collection Agency's Address]

[City, State, Zip Code]

[Collection Agency's Phone Number]