

Important Notice Regarding Your Account

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to notify you that your account with [Creditor Name] has been referred to us for collection. Our agency, [Agency Name], has been authorized to act on behalf of [Creditor Name] to recover the outstanding balance of [Amount Due].

Please be aware that your account is past due as of [Due Date] and the current amount owed is [Total Amount]. We urge you to contact us as soon as possible to discuss your account and potential payment arrangements. You can reach us at [Agency Phone Number] or [Agency Email Address].

It is important to address this matter promptly to avoid further action. We look forward to resolving this with you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Agency Phone Number]

[Agency Email Address]