

[Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Street Address]
[Recipient City, State, Zip Code]

RE: Notice of Debt and Validation of Account

Creditor: [Original Creditor Name]
Account Number: [Account Number]
Amount Owed: \$[Amount]

Dear [Recipient Name],

This law firm has been retained by [Client Name] to collect the debt referenced above. Please be advised that this is an attempt to collect a debt and any information obtained will be used for that purpose.

Unless you dispute the validity of this debt, or any portion thereof, within thirty (30) days after receipt of this notice, we will assume the debt is valid.

If you notify this office in writing within the thirty-day period that the debt, or any portion thereof, is disputed, we will obtain verification of the debt or a copy of a judgment against you and mail a copy of such verification or judgment to you.

Upon your written request within the thirty-day period, we will provide you with the name and address of the original creditor, if different from the current creditor.

We look forward to receiving your payment or hearing from you to resolve this matter.

Sincerely,

[Attorney Name]
[Law Firm Name]