

[Law Firm Name]
[Attorney Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

VIA CERTIFIED MAIL

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Re: NOTICE OF DELINQUENT ACCOUNT

Creditor: [Client/Company Name]
Account Number: [Account Number]
Amount Due: \$[Total Amount]

Dear [Debtor Name],

This law firm has been retained by [Client Name] to collect the outstanding debt owed on the above-referenced account. According to our client's records, your account is past due in the amount of \$[Amount].

Despite previous requests for payment from our client, the balance remains unpaid. Please be advised that this is a formal demand for payment in full. You are requested to remit the total amount of \$[Amount] to our office within [Number] days of the date of this letter.

Checks should be made payable to "[Payee Name]" and mailed to the address listed above.

If you fail to make payment or contact this office to arrange a payment plan by [Deadline Date], we will advise our client to pursue all available legal remedies to recover this debt, which may include the filing of a lawsuit, seeking a judgment, and the recovery of interest and legal fees as permitted by law.

Federal Law Notice: 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 to be valid. If you notify us in writing within this thirty-day period that the debt, or any portion thereof, is disputed, we will obtain verification of the debt and mail a copy of such verification to you.

This is an attempt to collect a debt, and any information obtained will be used for that purpose.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]