

[Date]

[Debtor Name]

[Address Line 1]

[City, State, Zip Code]

RE: NOTICE OF ACCOUNT PLACEMENT FOR COLLECTION

Account Number: [Account Number]

Amount Owed: \$[Amount]

Dear [Debtor Name],

Please be advised that your account with [Original Creditor Name] has been formally placed with our agency, [Collection Agency Name], for collection services. This action has been taken due to your failure to resolve the outstanding balance of \$[Amount].

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of the debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice that you dispute the debt or any portion thereof, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification.

Payment should be made immediately to [Collection Agency Name]. You may send payment to the address listed below or contact us at [Phone Number] to discuss payment arrangements.

[Collection Agency Name]

[Payment Address]

[City, State, Zip Code]

Sincerely,

[Sender Name]

[Title]

[Collection Agency Name]

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