**DEBT COLLECTION LETTER**

From:

[ SENDER (CREDITOR) NAME ]

[ SENDER COMPANY ]

[ SENDER ADDRESS LINE 1 ]

[ SENDER ADDRESS LINE 2 ]

Date: [ MM/DD/YYYY ]

To:

[ RECIPIENT (DEBTOR) NAME ]

[ RECIPIENT COMPANY ]

[ RECIPIENT ADDRESS LINE 1 ]

[ RECIPIENT ADDRESS LINE 2 ]

**URGENT: PLEASE RECTIFY THIS MATTER IMMEDIATELY**

Dear [ RECIPIENT (DEBTOR) NAME ],

Please be advised that you have an outstanding balance at the time of writing. As such, we would appreciate you making this payment as soon as possible.

**DUE AMOUNT: $**[ AMOUNT ($) DUE ]

**PLEASE REMIT PAYMENT TO:** [ PAYMENT ADDRESS ]

We regret to advise that unless payment is received by [ MM/DD/YYYY ] this collection will be passed over to our debt collection agency / lawyer. This could seriously affect your credit rating and therefore urge you contact us immediately to make payment or arrange an alternative before this date.

You have the right to dispute this debt by submitting written notice within thirty (30) days of receiving this letter. If this letter is not disputed within the thirty (30) day time-frame allotted, then the collection will be considered accepted by the debtor.

Sincerely,

(Sender Signature)

[ SENDER (CREDITOR) NAME ]

[ SENDER (CREDITOR) TITLE ]