[DATE]

Name of debtor

Address

Address2

Country

City/Province

Postal Code

**RE: NOTICE OF COLLECTION FOR DELINQUENT ACCOUNT**

Dear [NAME OF DEBTOR],

We have been instructed to collect a debt from you of [AMOUNT] owed to [NAME OF CREDITOR] as of [DATE].

If you would like to settle this matter without legal action and subsequently worsening your credit rating then wituhin[NUMBER] days please pay the outstanding amount. In the case that this is not possible please call the creditor on [CONTACT DETAILS] to organize other arrangements. A lawsuit will be filed if neither of these things are done within the prescribed number of days.

This matter requires your immediate attention.

Kind regards,

[SIGNATURE OF AGENCY REPRESENTATIVE]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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