

COLLECTION AGENCY DEMAND LETTER

From

To

Date:

RE:

Dear

This letter serves as formal notice that you currently owe money for

This breakdown of the amount owed is as follows:

- Principal: \$
- Interest: \$
- Payment Made: \$
- **Total Amount**: \$

Despite previous attempts to collect this debt, payment has not been received. If you wish to dispute this debt amount, call or write us within 30 days of this letter being received.

You must attach this letter to any dispute document to dispute this amount. If you wish to dispute this amount, we will cease collection until we send you the information necessary to verify the debt amount and your status with the creditor.

Unless the full amount or a reasonable dispute is received, further action to recover the debt will be taken to obtain payment will be taken.

If you have questions about this debt or believe there is an error, please contact me immediately.

Sincerely,
