

DEBT COLLECTION LETTER

Date _____

URGENT: PLEASE RECTIFY THIS MATTER IMMEDIATELY

Dear _____,

Despite our previous reminders, the above amount due remains unpaid. As such, we would appreciate you making this payment as soon as possible.

DUE AMOUNT: \$ _____

PLEASE REMIT PAYMENT TO: _____

We regret to advise that unless payment is received by _____, 20__ 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 then the collection will be considered accepted by the debtor.

Sincerely,

