\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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,

**PLEASE REMIT PAYMENT TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**DEBT COLLECTION LETTER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**