**DEBT COLLECTION TEMPLATE**

**From:**

**[NAME]**

**[ADDRESS]**

**[INSERT DATE]**

**To:**

**[RECIPIENT NAME]**

**[ADDRESS]**

**RE: URGENT** COLLECTION OF DEBT

Dear [INSERT RECIPIENT NAME],

Despite our previous reminders, the amount stated below remains unpaid. As such, we would appreciate it if you could make payment as a matter of urgency. As of [DATE], the amount due totals $[AMOUNT DUE].

Please make payment to: [ACCOUNT DETAILS].

We regret to inform that unless payment is received by [DATE], this collection will be passed on to our debt collection agency/lawyer. This could have a significant effect on your credit rating, and we therefore urge you to contact us immediately to make payment, or make an alternative before this date.

You have the right to dispute this debt by submitting a notice within [30] days of receiving this letter. If you fail to dispute this letter within the timeframe above, then the collection will be considered as accepted.

Sincerely,

[PRINTED NAME]