 1 Sample Principal Only Letter S_PO _OC_V3

Atty1 Atty1 Last Name *
Atty2 Atty2 Last Name * ◊ ●

Admitted in State1 *
Admitted in State2 ◊
Admitted in State3 ●

[Letterhead Firm Name] **(23)**
[Letterhead Address 1]
[Letterhead Address 2]
[Letterhead Telephone Number]
[Letterhead Fax Number]
[Letterhead Office Hours-including time zone]

Letter Addressed To: **(10)**

[DATE]**(7)**

[Debtor Name]
[Debtor Address 1]
[Debtor Address 2]

Re **(4)** : **(8)** [Client Name], Original Creditor
And : **(9)** [Debtor Name]

Our File No **(5)**: [File#]
Account No **(6)**:[XXXXXXXXXXXXxxxx]

(11) Principal Balance $ [X,XXX.XX]
(12) Total Amount of Debt $ [X,XXX.XX]

Dear [Debtor Name]:

16A [Law firm]

16B [Agency]

(16a) Our office represents [Client Name] regarding the above account. **(16b)** The above account has been referred to this office by [Client Name] for collection. **(17)** Please see enclosed documentation. **(18)** We are sending this letter based on account information provided by our client. **(19)** Please direct any future communications to our office.

(1) Unless the consumer within thirty (30) days after receipt of the notice, disputes the validity of the debt, or any portion thereof, the debt will be assumed to be valid by the debt collector. If the consumer notifies the debt collector in writing within the thirty-day period that the debt, or any portion thereof, is disputed, the debt collector will obtain verification of the debt or a copy of a judgment (if a judgment exists) **(2)** against the consumer and a copy of such verification or judgment will be mailed to the consumer by the debt collector. Upon the consumer's written request within the thirty-day period, the debt collector will provide the consumer with the name and address of the original creditor, if different from the current creditor.

(3) This communication is from a debt collector. This is an attempt to collect a debt. Any information obtained will be used for that purpose.

(13) As of the date of this letter, according to our client's directions, the above amount is the total amount of the debt owed. **(15)** The above is furnished for statutory purposes and is not to be treated as payoff or an estoppel. **(14**)** At a later date our client may instruct our firm to collect additional amounts provided for in the aforementioned **(14a)** [Note and Mortgage/ Agreement/Contract – Select One] or pursuant to **(14b)** state or **(14c)** federal law.
(**) If you cannot prove the agreement exists under your state law, we suggest omitting (14b). If you are only suing on an account stated theory, then you might be implying no agreement exists. If you don't sue, you might not want to offer (14b) or (14c) as those amounts can only be awarded by the court after suit.

Very truly yours,

(20) Signature____________
(21) [Print Attorney's Name]

Encl. [List of Enclosures] **(22)**