

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)** Original Creditor: [Client Name],
And: **(9)** Patient: [Debtor Name]

(6i) Date of Invoice: ____/____/____

Our File No **(5)**: [File#]
Company Account No. **(6e)**: [XXXXXXXXxxxxx]

(11i) Invoice Amount \$ [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)** Your account has been referred to this office 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)** **[if you intend to file suit]** At a later date our client may instruct our firm to collect additional amounts pursuant to state or federal law.

Very truly yours,

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

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