



PROFESSIONAL
COLLECTION SERVICE

PO Box 129
Kearney, NE 68848
PH: 308-237-2161
www.procospvc.com
Info@procospvc.com

Date

Sample Debtor
1234 Main Street
Anytown NE 68xxx

Creditor: <Client>
Amount Due: <AMOUNT DUE>
Date of Referral: <DATE>
Account # : <ACCOUNT NUMBER>

ACCOUNT STATUS
BALANCE DUE TO CREDITOR

Dear Sample Debtor:

We have been asked to contact you by our client, <Client>, regarding your past due invoice with them. Their records indicate that your payment has not been received or processed as of the date of this letter and they request you contact them to resolve this past due balance.

We urge you to contact <Client>, within 28 days from the date of this letter for a prompt settlement of your account. If you do not pay <Client>, in full or make arrangements with them, this balance will be placed with Professional Collection Service for collections.

Unless you notify <Client>, or Professional Collection Service within 28 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 28 days from receiving this notice, this office will: obtain verification of the debt or obtain a copy of such judgment, if any, and mail you a copy of such judgment.

Your credit is a valuable asset. Protect it by resolving this account.

Sincerely,

Professional Collection Service

This communication from a debt collector is an attempt to collect a debt and any information obtained will be used for that purpose.

REPRINT



12801 Prospect St
Dearborn MI 48126-3651
RETURN SERVICE REQUESTED

12545678-00001-01-1-AA



0026020024000478234448307 — REPRINT 1

INS001 - A4OPT0 - 1
Sample Debtor
1234 Main Street
Anytown MI 48307



Professional Collection Service
PO Box 129
Kearney, NE 68848

