

Notice by Mail to Debtor of Action if Payment not Made

To:

(Name of Party to Receive Notice)

Street Address or Post Office Box

City, state, and zip code

Notice is hereby given that you are indebted to the undersigned of _____
_____*(street address, city, county, state, zip code)*, for \$ _____ by reason of _____
_____*(explain reason for indebtedness)*.

This amount still remains unpaid and owing despite several previous demands for payment. Therefore, unless you remit payment to the office of the undersigned on or before _____
_____*(date)*, suit will be instituted for the full amount, together with interest and costs.

THIS IS AN ATTEMPT TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE. Unless you contest the validity of this indebtedness in writing, I will assume that the debt is valid.

This is a serious matter which requires your immediate attention. I look forward to receiving your prompt payment.

Witness my signature this the _____ day of _____, 20_____.

(Name & Signature of Party Giving Notice)