

DEBT COLLECTION LETTER

Creditor: _____

Address: _____

Email/Phone: _____

Debtor: _____

Address: _____

Email/Phone: _____

Dear Sir/Madam,

We are writing on behalf of our client (the “Creditor”) regarding the outstanding debt owed by you (the “Debtor”). This letter serves as a formal demand for payment of the sum specified below, which remains overdue and unpaid. Please read this letter carefully.

Details of Debt:

Outstanding Amount (GBP): _____

Invoice / Account Number: _____

Date(s) of Debt Incurred: _____

Payment Instructions:

Please arrange payment of the outstanding amount within 14 days of receipt of this letter. Payments should be made via bank transfer to the following account or via any other method agreed upon with the Creditor.

Bank Account Details:

Account Name: _____

Sort Code: _____

Account Number: _____

Consequences of Non-Payment:

If payment is not received within the specified timeframe, we have been instructed to take all necessary legal steps to recover the debt without further notice, which may include court proceedings leading to a County Court Judgment (CCJ). This may affect your credit rating and could result in additional costs being incurred by you.

Dispute Procedure:

If you dispute this debt or believe you have made payment already, please contact us immediately with supporting evidence so we can investigate and resolve the matter promptly.

Data Protection Information:

Any personal data you provide will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. Your data will be used solely for the purpose of debt collection and may be disclosed to third parties as required by law or for the enforcement of debt recovery.

We urge you to treat this matter with urgency and to contact us should you require any clarification or assistance in arranging payment. Yours faithfully,

Authorized Signatory

Signature: _____

Date: _____

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