

Date _____

Debtor

RE: Amounts owed to
Our file No.

Dear Mr. _____

Please be informed that Client has retained this firm to collect unpaid _____. Our Client's records show that you have an unpaid balance owed to Client in the amount of \$_____ as of the date _____, not including, any costs of collection. Costs of collection, pursuant to contract, will be added as incurred. Interest is being assessed monthly from and after said date at %___ per annum, simple, in the sum of \$_____ per day.

Unless you dispute this debt within thirty (30) days after receipt of this notice, the debt will be assumed to be valid. If you do notify us in writing within thirty (30) days of receipt of this notice, this office will provide a verification of the debt and forward this verification to you. This is an attempt to collect a debt. Any information obtained will be used for that purpose.

The Client is willing to enter into mediation as an alternative means of dispute resolution. If you have a willingness to enter into such a procedure, please let this office know.

As the debtor, you may have the following rights:

1. Upon written notification to this office, you have the right not be contacted by phone at your place of employment; and
2. If you refuse to pay the debt referenced in this letter, and you wish no other communication, then except for the exceptions set forth below, we will make no further communications with you, except:
 - A. To advise you that collection efforts are being terminated;
 - B. To notify you, through this office, that the Client may invoke other remedies which are ordinarily involved in the collection of a debt; and
 - C. To notify you, through this office, that the Client intends to invoke a specified remedy permitted by law.

Please contact the undersigned only, to make payment arrangements or other matters you wish to discuss. **Please do not have any contact with client** but rather all communications are to be with this office

Very truly yours,
PITLER AND ASSOCIATES, P.C.

Robert L. Pitler.