**DEBT COLLECTION LETTER**

Johnny Appleseed’s Dental Office  
123 Apple Way  
Appleville, CA  
92307

Date: June 1, 2017

RE: Dentist Appt. Collection

Dear Charles Smith,

**URGENT: PLEASE RECTIFY THIS MATTER IMMEDIATELY**

Despite our previous reminders, the above amount due remain unpaid. As such, we would appreciate you making this payment as soon as possible.

**AMOUNT DUE:** $340.15

**PLEASE REMIT PAYMENT TO**: 123 Apple Way Appleville, CA 92307

We regret to advise that unless payment is received by July 1, 2017 this collection will be passed over to our debt collection agency/lawyer. This could seriously affect your credit rating and therefore urge you contact us immediately to make payment or arrange an alternative before this date.

You have the right to dispute this debt by submitting written notice within thirty (30) days of receiving this letter. If this letter is not disputed within the thirty (30) day time-frame then the collection will be considered accepted by the debtor

Sincerely,

Dr. Johnny Appleseed