



**Credit Agency PLC**

Collections  
PO Box 123  
Manchester  
M12 3NO

Telephone: 0845 123456

Facsimile: 0845 123457

Textphone: 0845 123458

012/3456

Mr John Smith  
83 Sample Street  
Townsville  
Sussex,  
S12 3FG

4 July 2007

Dear Sir

**Customer Name: Mr John Smith**

Account number: 000/0000/000000123

Balance: £5,432.10

Arrears: £1234.56

We need to advise you that we have transferred your account to a Debt Collection Agency. They will collect the balance on our behalf, and, within the next few days will contact you for proposals to repay the debt.

Please advise your Debt Management Company accordingly.

Yours faithfully

A handwritten signature in black ink that reads "John Jones".

John Jones  
Collections Manager

SAMPLE