

COLLECTION LETTER
(To: Attorney or Collection Agency)

Date: _____

To: _____

Gentlemen:

Enclosed are the necessary documents relating to the EVICTION, POSSESSION, FORCIBLE
DETAINER, and/or COLLECTION OF Accounts Receivable for the following property address:

Name of Resident: _____
Social Security #: _____
Name of Resident: _____
Social Security #: _____

The judgment included the following:

Unpaid Rent: \$ _____ which included _____
Other Charges: \$ _____ for _____
\$ _____ for _____
Subtotal: \$ _____
Attorneys fees: \$ _____
Court costs: \$ _____
Total Due: \$ _____

___ Please send **collection** letter first before beginning suit.

___ Please begin suit immediately.

___ Please do not sue **collection only**.

___ Please send letter demanding tenant take action to cure default as listed.

Comments: _____

Please notify us of any actions taken by tenant as a result of your efforts. We will notify you immediately of any action or receipt of any funds on behalf of the tenant.