Month Day, Year

Person 1

Registered agent for Company 1

Address

Suite ##

City, State Zip

**SERVICE VIA USPS CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED**

**#0000 00000 00000 0000**

Mr. Person 1:

My client has forwarded to me, for immediate action, the case in which a judgment was entered in favor of Company 2 against Company 1. in the amount of Eleven Thousand Forty-Two Dollars ($11,042.00); attorney fees in the amount of Two Thousand Dollars ($2,000.00); court costs of Forty-Six Dollars ($46.00); and interest accrued from September 14, 2017 at eight percent (8%) per annum, until paid in full. The Virginia judgment will be honored by every state, including Kentucky. Regardless of Company 1; whereabouts, they will continue to be held liable for this debt.

**You are hereby noticed that this is the last attempt to negotiate any resolution in this matter before legal action is taken.**

I have been authorized by my client to take immediate legal action to collect the full amount due, plus interest. However, as a courtesy to you and to avoid any additional and unnecessary costs to you, I will defer any action against you for thirty (30) days from the date of this letter and permit one last opportunity for you to contact us and make immediate arrangements for the payment of the above-listed debt.

This debt shall be assumed valid unless you notify us within thirty (30) days from the date of this notice that you dispute this debt or any portion of it. Upon written request to this office, this firm shall provide you with the name of the original creditor, if different than the creditor currently listed, and shall also provide verification of the debt.

Please contact me at your earliest convenience, at the primary office, to discuss payment options.

Regards,

Attorney, Esq.