

**MILWAUKEE BAR ASSOCIATION**

**PROFESSIONALISM COMMITTEE**

**STANDARD FORM LETTER # 10**

September 29, 1999

(Name and Address)

\_\_\_\_\_  
\_\_\_\_\_

RE: (Creditor) v. (Debtor)  
Delinquent Balance: \$\_\_\_\_\_

Dear \_\_\_\_\_:

We have been retained by \_\_\_\_\_ ("creditor") to collect from you the entire balance, which is set forth above. This sum includes all attorney fees and late charges through (date)

**Federal law gives you 30 days after you receive this letter to dispute the validity of the debt or any part of it. If you don't dispute it within that period, I'll assume that it's valid. If you do dispute it -- by notifying me in writing to that effect -- I will, as required by the law, obtain and mail to you proof of the debt. And if, within the same period, you request in writing the name and address of your original creditor, if the original creditor is different from the current creditor, I will furnish you with that information too.**

**THIS IS AN ATTEMPT TO COLLECT A DEBT BY A DEBT COLLECTOR AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE.**

Very truly yours,

[This is a sample form to be used as a guide or example, and should be adjusted to suit your client's needs. The Milwaukee Bar Association, Inc. hereby disclaims any and all responsibility or liability, which may be asserted or claimed, arising from or claimed to have arisen from reliance upon the utilization of this form by any person. If the user is not a licensed, practicing attorney and seeks legal advice, the user is advised to contact an attorney for help. No Attorney-Client relationship is created by providing this form or other information to you.]

**[TO BE USED IF YOU ARE GOING TO SUE AFTER THE 30 DAY TIME FRAME REFERRED TO IN THE SECOND PARAGRAPH]**