[YOUR ADDRESS & POSTCODE]

[DATE IN FULL]

[COMPANY NAME ADDRESS & POSTCODE]

Dear Sir/Madam,

RE: Your reference:[THEIR REFERENCE NUMBER]

I am writing in reference to your letter dated: [DATE OF THEIR LETTER OR COMMUNICATION - DELETE LINE IF NOTHING RECEIVED].

You claim to be acting on behalf of [NAME OF CLIENT - DELETE LINE IF THEY DON'T HAVE A CLIENT] CORPORATION in reference to an Account number: [THEIR CLIENTS REFERENCE]

You further claim that a balance of $[ALLEGED DEBT AMOUNT] is outstanding.

Please note that this debt is disputed. Your charges in relation to this matter are also disputed. The disputed debt should not increase. Please do not send any further letters, do not phone, do not text and do not pay any visits.

You should only communicate by email to:[EMAIL ADDRESS THEY CAN USE] EMAIL ADDRESS. Do not attempt to request personal information for using this method of communication, none will be provided. No encrypted or password protected files will be opened or security checks complied with.

* Please providePROOF that this debt is owed, i.e. the contract upon which you rely;
* Please providePROOF that you have obtained by private information with myConsent in compliance with The Privacy Act 1993

Please supply your Financial Markets Authority authorisation number. Please also confirm your registration number with the Privacy Commissioners Office and your Public Liability Insurance details.

Please also supply me with a copy of your complaints procedure.

FEE SCHEDULE:

Please note that my fees for dealing with issues of this type are:

* $50 per letter;
* $50 per text message;
* $250 per phone call;
* $500 per hour, or part thereof, for all other methods of communication.

Kind Regards,

[YOUR NAME]