

June 12, 2014

Attorney of Collection Agency
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: REQUEST FOR STATUS REPORT

Dear [CONTACT NAME],

Please advise as to the status of the collection efforts on the following case(s) previously turned over to you:

Accounts	Accounts number	Date Due	Amount Due

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com