

PO Box 123  
Anytown, PA 19456  
RETURN SERVICE REQUESTED



**PSC Collection Corp**  
PO Box 123  
Anytown, PA 19456  
888-555-5555

John J. Sample  
123 Main Street  
Bohemia, NY 00000-0000

**Date:** June 6, 2006  
**RE:** Professional Education Institute  
**Order No.:** 1234567890  
**Referral Date:** 3/15/07  
**PAST DUE:** \$544.87  
**Settlement Amount Due: \$ 544.87**



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

## OFFER TO SETTLE *OFFER EXPIRES IN 10 DAYS - ACT NOW!*

You have been contacted many times, John J. Sample, regarding the balance you owe our client The Professional Education Institute. To help resolve this situation now, we are offering you the opportunity to settle this account for the amount of \$544.87 for the Carleton Sheets' products purchased. (You save \$544.87.)

This one-time offer pertains only to those accounts which have been placed with PSC Collection Corporation. **We must hear from you within 10 days and payment must be received within 30 days from receipt of this letter.** To contact us by phone or pay by credit card, use our toll free number **1-800-555-1234** Monday - Friday 9AM - 5PM EST.

To insure that your payment will be posted properly and to take advantage of this ONE-TIME offer, you must return the bottom portion of this letter, along with your payment made to PSC Collection Corporation in the enclosed reply envelope. Remember, if we don't hear from you within 10 days and if payment is not received within 30 days from receipt of this letter, this offer becomes null and void and further collection efforts may be necessary.

***Why not settle this matter once and for all?***

To make payment arrangements - including payment by credit card - or inquiries call **1-800-555-1234**.

THIS COMMUNICATION IS FROM A DEBT COLLECTION AGENCY. NEW YORK CITY DEPARTMENT OF CONSUMER AFFAIRS #0954377

-----  
DETACH HERE / PLEASE RETURN THIS PORTION WITH PAYMENT / DETACH HERE

Enclosed is my payment by:

CHECK    MONEY ORDER    CREDIT CARD *(see right)*

### FOR YOUR CONVENIENCE WE ACCEPT CREDIT CARD PAYMENTS.

Complete this form and return in enclosed envelope

**Date:** June 6, 2006  
**RE:** Professional Education Institute  
**Order No.:** 1234567890  
**Referral Date:** 3/15/07  
**PAST DUE:** \$544.87  
**Settlement Amount Due: \$ 544.87**

IF PAYING BY VISA, MASTERCARD, DISCOVER OR AMERICAN EXPRESS, FILL OUT BELOW		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER
<input type="checkbox"/> AMER. EXP.		
CARD NUMBER	EXP. DATE	AMOUNT
SIGNATURE		MUST INCLUDE 3 DIGIT SECURITY CODE FROM BACK OF CARD



**PSC Collection Corp**  
PO Box 123  
Anytown, PA 19456  
888-555-5555

PSC COLLECTION CORPORATION  
PO BOX 123  
ANYTOWN, PA 19456

