

«Skip Record If...»

October 29, 2010

RE: School/Client Name: «SchoolName»
School/Client Code: «SchoolNumber»
Account # xxx-xx-«SSNumber»
PIN: «ECSWebPin»
Balance: \$«AllPayoffAmt»



Dear «StudentFullName»:

The purpose of this letter is to notify you that your account balance with the «SchoolName» has been transferred to ECSI, a third party billing service. «SchoolName» has formed this partnership with ECSI in order to provide a higher level of customer service and to assist you in resolving your account balance. ECSI is an extension of the Accounting Office providing billing, payment collection, and processing services on the «SchoolName»'s behalf.

You will receive your first billing statement from ECSI shortly. Upon receiving your bill please remit payment in full directly to ECSI at the following address:

«SchoolName»
C/O ECSI
181 MONTOUR RUN ROAD
CORAOPOLIS, PA 15108

You can also pay online quickly and easily at <https://www.ecsi.net/myacct> using the School/Client Code and PIN number located at the top of this letter.

If you have recently paid your balance, please accept our thanks and know that your account will be updated accordingly. If you have any questions regarding this notice or would like to discuss your account balance, please call ECSI at 1-888-549-3274.

Sincerely,
«SchoolName»
Accounting Office

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice that you dispute the validity of this debt or any portion thereof, this office will obtain a verification of the debt or obtain a copy of the judgment and mail you a copy of such judgment or verification. If you request of this office in writing within 30 days after receiving this notice this office will provide you with the name and address of the original creditor, if different from the current creditor.

This communication is from a debt collector and is an attempt to collect a debt. Any information obtained will be used for that purpose.



C/O «SchoolName»
181 Montour Run Road
Coraopolis, PA 15108

***Important Account Information Enclosed**

«StudentFullName»
«SendLetterAdd1»
«SendLetterAdd2»
«SendLetterCity» «SendLetterState» «SendLetterZip»
«SendLetterCountry»