

SAMPLE LETTER TO DEBT COLLECTORS

Your Name
Your Address
City, State, Zip Code
INSERT DATE OF LETTER
Debt Collection Name
Address
City, State, Zip Code
RE: Account Name
Account Number

To Whom It May Concern:

I am in receipt of your letter dated (INSERT DATE OF THEIR LETTER).
Please consider this a request for verification of the debt. I would also like to receive
written notification of the name and address of the original creditor.

Thank you,

Your Name

**(Remember to send certified within 30 days of receipt of 1st notice and keep a copy
for your records & evidence)**