

(Your address OR your name at another address)

Date _____

CERTIFIED MAIL-
RETURN RECEIPT REQUESTED
No. _____

Collection Agency Address

Dear Sir/Madam:

I am writing to you to request that you verify a debt as required by the Fair Debt Collection Practice Act. You have contacted me concerning a debt with (Name of Company , Account Number :) and it is that debt that I wish you to verify. Please send me such verification.

Aside from verification of the debt, I request that you stop communications to me about the debt. The Fair Debt Collection Practice Act, 15 USCA Section 1692c requires that you honor this request.

Apart from sending me verification, please do not send or make any other communication to me regarding this debt. Your cooperation will be appreciated.

Sincerely,

(Your name and signature)

cc: (Name of Company)
Federal Trade Commission - Atlanta Regional Office