

Sample letter

Letter to collection agency - Request for information

(copy and paste the contents below into a new document)

Date

YOUR NAME

Address

Re: NAME OF DEBT / Account or Reference number if you have it

I understand that you are collecting for the above noted account.

The amount you are requesting does not match my records. Please provide me with documentation showing the amount owing. Once I receive this information, I will be in touch to make a payment arrangement.

Regards,

YOUR NAME