## 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

## Sample Letter Template

www.DrDebt.ca

Disclaimer: This letter is a draft only. The wording may need to be changed to suit the purpose of the letter. Please ensure you delete this footer, or copy and paste the body of the letter to a new document. In some cases, independent legal advice may be required to ensure accurate wording.