Debt Verification Letter

To Collection Agency

Your name Today's Date

Address

City, State Zip

Company Name

Attn: Supervisor’s Name

Street Address

City, State, Zip Code

Re: Credit Report No.

RE: [Reference account]

To whom it may concern:

Your company has contacted me concerning a collection account from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I request that you cease any and all contact concerning the collection of this account. Specifically, you are not authorized to make an attempt to contact me or others via phone or other means for the purpose of collecting this debt. I will contact the original creditor concerning this debt, if appropriate.

If you violate this request, I will seek civil penalties against your company.

Regards,

Signature

[Your name]