

Request For Communication in Writing Only From a Debt Collector

Please complete the form and send it to the collection agency in a way that gives you proof of delivery, such as registered mail, fax, or email. Keep copies for your records. Give the collection agency three to five business days to process your request.

1. Print clearly, using black or blue ink.
2. Provide as much information as possible.

A.) Contact information

Full name _____ Home phone (with area code) _____

Street address _____ Mailing address (if different) _____

City _____ Postal code _____

B.) Collection agency name

Collection agency name _____ Collector name(s) _____

City agency is located in _____ Phone number (including extension) _____

Person at the collection agency whom I have contacted about the problem: (if applicable) _____

B.) Request for communication in writing only

Alleged amount owed: _____ Owed to: _____ Account #: _____

Section 116 (4) (a) of the *Business Practices and Consumer Protection Act* states "A collector must not continue to communicate with a debtor

(a) except in writing, if the debtor

(i) has notified the collector to communicate in writing only, and

(ii) has provided a mailing address at which the debtor may be contacted"

I am requesting that you communicate with me in writing only at my mailing address provided above.

Signature _____ Date _____

This communication is only for the purposes of Section 116(4) of the *Business Practices and Consumer Protection Act* and I do not acknowledge the debt described above.