

## Request for Written Notification of a Debt

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.

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 this problem: (if applicable) \_\_\_\_\_

### C.) Dispute of debt

(If known) Alleged amount owed: \_\_\_\_\_ Owed to: \_\_\_\_\_ Account #: \_\_\_\_\_

Section 115 (1) of the *Business Practices and Consumer Protection Act* states "A collector must not attempt to collect payment of a debt from a debtor until the collector has notified the debtor in writing or the collector has made a reasonable attempt to notify the debtor in writing" Section 115 (3) states "If a debtor informs the collector that the debtor has not received the notice required under subsection (1), the collector must send that information to the debtor at the address provided by the debtor."

I am requesting written notification of the alleged debt be sent to me in writing to the 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.