

Request for Written Notification of a Debt

Please complete the form and send to the collection agency and creditor. It is best to keep a copy for your records and proof that the form has been sent (fax receipt, registered letter, receipt etc.)

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 Collection Agency Who I Have Contacted About Problem: (If Applicable) _____

C.) Dispute of Debt

(if known) Alleged Amount Owed: _____ Owed to: _____ Account #: _____

Pursuant to section 115 (1) of the *Business Practices and Consumer Protection Act*, which 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' **Pursuant to section 115 (3)** '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 provided solely for the purposes of Section 116(4) of the Business Practices and Consumer Protection Act and no other and does not constitute an acknowledgement of the debt described above.