

Sample Letter to Send After a Call from a Collection Agent

Date

Carl Smith
Gimmie Da Money Collections
123 Oweme Street
Payup, IN 01234

This letter has been sent via certified mail, return receipt requested.

Dear Mr. Smith:

I am writing to confirm our agreement per our call on _____ at eleven am. You called me at my home and stated you were from Gimmie Da Money Collections. You mentioned you believe I have an amount owed of \$750 for an unpaid phone bill from Sneaky Cellular.

I explained that the amount seemed high, and I asked you to validate the account by sending me copies of everything in your file, proving I owe that money and that your firm has the right to collect it. We agreed that you would mail that proof to my address and that, after reviewing your validation, I would contact you in one week to discuss a payment plan.

Carl, I appreciate your time, and I look forward to working with you.

Sincerely,

Your signature

Your Name
Your Street Address
City, ST 00000