

Debt Collection Form

Request For Communication in Writing Only

Please complete the form and send to the collection agency. 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)

B.) Request For Communication in Writing Only

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

Pursuant to section 116 (4) (a) of the Business Practices and Consumer Protection Act, which 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 _____

By signing I am acknowledging that the information contained on this form is true and accurate to the best of my knowledge.