



Volunteer Lawyers Program

*A division of Community Legal Services in partnership with
the Maricopa County Bar Association*

Sample Certified Mail – Return Receipt Requested

(date)

(name & mailing address of creditor or collector)

Re: Request for a Written Verification of a Debt

(your name & account number)

Dear Sir or Madam:

This is in response to the letter you sent me on (date) about this debt you claim I owe.

You are hereby requested to send me the following information:

- + an accounting of the above referenced account;
- + verification of the debt;
- + the name and address of the original creditor if different from the current creditor;
- + the dates on which you claim each debt was incurred, and records of all payments on the above accounts;
- + a copy of the original signed loan or credit agreement

Be advised the debt is disputed pending receipt and review of the requested substantiating documents and information. Nothing in this letter constitutes an admission that I owe any of the alleged debt.

Sincerely,

(your name & mailing address)



Community
Legal Services