

# VALIDATION REQUEST LETTER

\_\_\_\_\_  
Collection Agency's Name

\_\_\_\_\_  
Collection Agency's Address

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Tracking Number

Re: Account No. \_\_\_\_\_

Dear Sir or Madam:

I have enclosed a copy of the collection letter that you sent to me.

In this regard, please be advised that I dispute the validity of this debt in its entirety. I hereby request that you obtain verification of the debt or a copy of the judgment against me and mail a copy of said verification or judgment to me at the address listed below.

PLEASE MARK YOUR FILES ACCORDINGLY.

Trusting in your good offices, I remain . . .

Very Truly Yours,

\_\_\_\_\_  
Sign your name here

\_\_\_\_\_  
Print your name here

\_\_\_\_\_  
Print your address here

\_\_\_\_\_  
Instructions: Complete this form for each disputed debt. Make a copy of the collection letter and attach it to this letter. Keep a copy of this letter with a copy of the collection letter attached, the original collection letter and the envelope it came in, and the green Certified Mail Return Receipt. These will all be needed if a lawsuit is required to stop the collection activity.