

Communication Record Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Collection Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Collection Agency Name],

I am writing to formally request a complete record of all communications related to my account (Account Number: [Insert Account Number]) that your agency has conducted with me.

As a consumer, I have the right to understand the nature and frequency of any communication made concerning my account. Therefore, I would appreciate your cooperation in providing this information at your earliest convenience.

Please include all forms of communication, including but not limited to:

- Phone calls
- Written correspondence
- Email communications
- Text messages

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]