

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Date]

[Debt Collection Agency Name]  
[Agency Address]  
[City, State, Zip Code]

RE: Account Number [Your Account Number]

To Whom It May Concern,

I am writing to formally request the specific contact information for the department or individual responsible for handling inquiries regarding the above-referenced account.

Please provide the following details:

- Direct telephone number for inquiry resolutions
- Mailing address for formal written correspondence
- Email address for the customer service or compliance department
- Operating hours for your inquiry department

I am requesting this information to ensure that all future communication regarding this matter is directed to the appropriate office. Please provide this information in writing to my address listed above within 30 days.

Sincerely,

[Your Signature]

[Your Printed Name]