

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or "Account Manager"]
[Company Name]
[Company Address]

Subject: Request for Direct Contact Information - Recovery Department

To Whom It May Concern,

I am writing regarding my account, reference number [Account Number].

I would like to discuss a resolution for the outstanding balance on this account. Please provide me with the direct contact information for your Recovery Department (or Collections Department), including:

- The name of the direct contact person or department head
- Direct telephone number and extension
- Direct email address
- Mailing address for formal correspondence

I prefer to communicate directly with the department authorized to negotiate settlement terms. I look forward to receiving this information at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]