

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Debtor Name]
[Known Address]
[City, State, Zip Code]

RE: Request for Updated Contact Information - Account #[Account Number]

Dear [Debtor Name],

We are contacting you regarding your outstanding balance of \$[Amount] associated with the above-referenced account.

To ensure all correspondence and legal documents reach you correctly, please provide your current contact details by completing the section below:

- **Current Physical Address:** _____
- **Mailing Address (if different):** _____
- **Primary Phone Number:** _____
- **Secondary Phone Number:** _____
- **Email Address:** _____
- **Employer Name/Address:** _____

Please return this information to our office within [Number] days. You may submit these details via mail, email at [Email Address], or by calling [Phone Number].

Failure to provide updated information may result in further action to recover the debt.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]