

Date: [Insert Date]

Account Number: [Insert Account Number]

Subject: Acknowledgment of Collection Suspension and Required Documentation

Dear [Recipient Name],

This letter is to formally acknowledge that we have received your request to suspend collection activities on your account. Based on our preliminary review, we have placed a temporary hold on all collection efforts for a period of [Insert Number] days, effective immediately.

To finalize the evaluation of your financial status and determine a long-term resolution, you are required to complete and return the enclosed tax forms and financial statements. Please provide the following:

- [Insert Form Name/Number, e.g., Form 433-A]
- [Insert Form Name/Number, e.g., Form W-9]
- Copies of federal tax returns for the years: [Insert Years]
- Proof of current income (pay stubs or bank statements)

Please submit these documents no later than [Insert Due Date]. Failure to provide the requested information by this deadline may result in the automatic expiration of the collection suspension and the resumption of recovery actions.

Once we receive and verify your documentation, a representative will contact you to discuss the next steps regarding your account balance.

If you have any questions, please contact our office at [Insert Phone Number].

Sincerely,

[Your Name/Department]

[Company Name]