

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Debtor Name]

[Last Known Address]

[City, State, Zip Code]

RE: Account Number: [Account Number]

Dear [Debtor Name],

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

To ensure that all future correspondence, legal notices, and statements are delivered to the correct location, we request that you confirm or update your current contact and address information. Please provide the following details:

- Current Residential Address:
- Current Mailing Address (if different):
- Primary Phone Number:
- Secondary Phone Number:
- Current Email Address:

Please return this information to our office by [Date] via mail or by calling [Phone Number].

If you believe there is an error regarding this account or if you have already submitted a change of address, please notify us immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Department]