

## SAMPLE COLLECTION AGENCY FOLLOW-UP LETTER

Date: \_\_\_\_\_

TO: \_\_\_\_\_ [Credit Issuer] \_\_\_\_\_ FAX \_\_\_\_\_

ACCOUNT NO. \_\_\_\_\_ REFERENCE NO. \_\_\_\_\_

FROM: [Your Name] \_\_\_\_\_

During a discussion on (date) with (name of individual) the following items were discussed:

(Summarize using bullet points if possible).

- My initial documents were received on June 28, 2003
- An investigation proved that the case was indeed identity theft
- That the application and transaction records would be sent to me and to my designated law enforcement investigator
- That a clearance letter would be sent to me within 30 days
- That the company did not intend to file charges with law enforcement at this time as one of the victimized parties

I did not receive a letter of clearance. Therefore, I am assuming that if you do not dispute this correspondence within 10 days, that the above information is true and accurate and that my records have been cleared. You are to send any corrections to me via certified mail so that you may show that I received the correspondence or it will be concluded that it was not delivered or sent.

Victim Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Victim Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Victim Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_