

Date: _____

To: _____

I am writing to dispute the following bill you are attempting to collect.

Name(s) on account: _____

Account number: _____

Creditor: _____

Amount in dispute: _____

I am disputing this bill for the following reason(s):

Please return this bill to the creditor immediately and remove any "sent to collection agency" notation that may be in my credit file.

Thank you for your attention to this matter.

Sincerely,

[your signature]

Name: _____

Address: _____

Home phone: _____

cc: Credit grantor, _____