

<<<<<< Today's Date >>>>>>

<<<<<< replace with collections agency name >>>>>>

<<<<<< replace with collections agency address >>>>>>

RE: Acct. # <<<<<< replace with your account number >>>>>>

To whom it may concern:

When living in New Jersey, I received service through <<<<<< replace with company name >>>>>>.

During that time, there were numerous billing errors. I kept being mixed up with another family. Though time consuming and aggravating for me, the phone company always found and corrected the errors.

Before moving to Dallas, I stopped service and paid the final bill. I never thought I would continue to be plagued with <<<<<< replace with company name >>>>>> errors.

I am sure if you speak to a human being and not a computer at <<<<<< replace with company name >>>>>>, there will be a record of the problems we were having with wrong billings. I am also certain you will discover this is not my debt.

Though I was assured by the phone company at the time that my name was not the cause of the errors, I'm not so sure.

I would truly appreciate your assistance.

Sincerely,

<<<<<< replace with your name >>>>>>

<<<<<< replace with your address >>>>>>