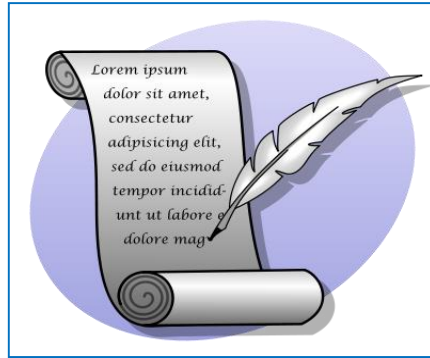


# Letter Preparation 101 Worksheet



(Is the account still open/active?)  yes  no

Company (name) \_\_\_\_\_

Account Number \_\_\_\_\_

Billing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Website (contact) Information \_\_\_\_\_

Company Contact/Representative (phone number): \_\_\_\_\_

(Are you sending a letter to address the situation?)  yes  no

Title (type of letter) \_\_\_\_\_

(Letter was sent) via:  Email  Mail Carrier (postal services)  other

Date sent \_\_\_\_\_

(Did you receive a response from the Creditor?)  yes  no

Notes & Remarks

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