

**Collection proof letter**

Instructions

You made your letter. Here’s what to do next.

|  |  |
| --- | --- |
|  | 1. Print the letter. |
|  | 1. Sign the letter. |
|  | 1. Make a copy of the letter for your records. |
|  | 1. Mail the letter to the debt collector. Do not mail these instructions. It is recommended that you send the letter as Certified Mail. That way, you can see when it was delivered or that a delivery attempt was made. You can purchase Certified Mail at your Post Office. |

The debt collector might sue you. Learn more about your rights: <https://www.illinoislegalaid.org/legal-information/my-rights-under-fair-debt-collection-practices-act>

**Do not send these instructions to the debt collector.**