** Debt collector letter**

Instructions

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

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|  | 1. Print the letter. |
|  | 2. Sign the letter. If you dispute the debt, be sure to attach any paperwork that supports your position. |
|  | 3. Make a copy of the letter for your records. |
|  | 4. Mail the letter and any attachments to the debt collector. Do not mail these instructions.  **Note:** 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.**

Illinois Legal Aid Online - [www.illinoislegalaid.org](http://www.illinoislegalaid.org)