

Debt Collector Communication Log

Use this sheet to keep track of all communication with a collection agency. You can keep the log in a folder with copies of letters received from and sent to that collection agency.

Collection Agency Name			
Collector's Address		Collector's Phone	
Debt Being Collected		Alleged Original Creditor	

Date	Time	Type of Action: e.g. letter received or sent, phone call received or sent	Notes: summarize the phone conversation or letter. If you mailed a letter, write the certified mailing number

