



DEBT COLLECTION COMMUNICATIONS LOG

Keep this form available near your phone (or keep copies in multiple places if you primarily use a mobile phone). Whenever a Debt Collector contacts you, use this form to document every communication - phone calls, voice messages, and letters. Write notes about telephone conversations and be as detailed as possible.

Save and/or record every voicemail and letter you receive, including the envelopes.

Date of Call OR Date of Letter	Time of Call (e.g., 8:30 pm - 9 pm)	Approx. Length of Phone Call	Collection Agency Name & Telephone Number	Collector's Name	Notes