

# Debt Amount Clarification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to seek clarification regarding the debt amount stated in your recent correspondence dated [Date of Correspondence]. According to my records, the amount listed is [Debt Amount]. However, I believe there may be discrepancies in this figure.

To assist in resolving this matter, I would appreciate if you could provide detailed statements or documentation that outlines the basis for this debt amount. This information will help me understand the charges and rectify any inconsistencies.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]