

# Debt Balance Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to my debt balance as outlined in my recent account statement dated [Insert Statement Date]. My account number is [Insert Account Number].

Upon reviewing my financial records, I have noticed discrepancies in the reported balance. Specifically, [briefly explain the errors or discrepancies]. I have attached supporting documents for your reference.

I kindly ask that you investigate this matter and correct the balance accordingly. Please confirm the receipt of this letter and let me know how long the review process will take.

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

Sincerely,

[Your Name]