

Debt Discrepancy Resolution Letter

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 address a discrepancy regarding the debt listed under my name, account number [Insert Account Number]. I have conducted a thorough review of my records and believe there is an error in the amount owed.

According to my records, the total amount due is [Insert Your Amount], whereas your statement indicates it is [Insert Company's Amount]. I kindly request that you provide clarification regarding this difference.

Additionally, I would appreciate any documentation that supports the amount you claim I owe, including invoices and payment records.

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this discrepancy amicably.

Sincerely,

[Your Name]