

Letter of Erroneous Debt Balance Adjustment

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a review and adjustment of my debt balance associated with account number [Account Number]. After a thorough review of my records, I believe there has been an error in the reported balance.

Upon examining my payment history and the most recent statements, I have noticed discrepancies that indicate that my account balance is significantly overstated. Specifically, the issues include:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

I kindly ask that you investigate this matter and correct my account balance accordingly. Supporting documents are attached for your review.

Thank you for your attention to this matter. I look forward to your prompt response and hope for a resolution soon.

Sincerely,
[Your Name]