

Debt Rectification Statement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Subject: Rectification of Debt Discrepancy

Dear [Creditor's Name],

I am writing to formally address a discrepancy concerning my account ([Account Number]). My recent statement indicated a balance of [Incorrect Amount], which I believe requires rectification.

After reviewing my records, I have noticed that the correct amount outstanding should be [Correct Amount]. I have attached supporting documents to substantiate this correction.

I kindly request that you review this matter promptly and update your records accordingly. Please confirm receipt of this letter and the adjustments made to my account.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]