

Inquiry Regarding Questionable Debt Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inquire about a debt billing that I recently received from your company, referenced under account number [Insert Account Number]. I believe there may be discrepancies regarding this debt, and I would like to request further clarification.

Specifically, I would appreciate it if you could provide detailed information regarding the following:

- The origin of the debt
- The total amount due and any associated charges
- Documentation verifying the legitimacy of the debt

It is important for me to resolve this matter promptly, and I would appreciate your quick response to my inquiry. Please reach me at the contact details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]