

Notification of Incorrect Debt Assessment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally notify you of an error in the debt assessment referenced under the account number [Account Number]. The current balance of [Amount] does not accurately reflect my records.

According to my documentation, the correct amount owed should be [Correct Amount]. This discrepancy may have occurred due to [explain the reason for the error, e.g., double billing, miscommunication]. I have attached all relevant documents for your review.

I kindly request a thorough investigation into this matter and a prompt correction of my account balance. Please confirm receipt of this notice and inform me of any actions taken regarding my request.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]