

<p[Date]

Dear [Recipient's Name],

I am writing to formally request documentation that supports the validity of the debt listed under my name in your records. It is important for me to clarify and verify this information for my records.

Please provide copies of any relevant documents including, but not limited to, the original loan agreement, payment history, and any communications regarding this debt.

Your cooperation in this matter is greatly appreciated, and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]