

# Request for Debt Confirmation

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date: [Insert Date]

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

Dear [Creditor's Name],

I am writing to formally request confirmation of the outstanding debt I have with your company. As of [insert date], I believe there is a balance of [insert amount], and I would like to receive written confirmation of this debt, including any applicable interest and fees.

For your reference, the details of the debt are as follows:

- Account Number: [Insert Account Number]
- Date of Last Payment: [Insert Date]
- Current Balance: [Insert Amount]

Please send the requested information to my address listed above. Should you have any questions or need additional information to process my request, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,  
[Your Name]