

Debt Inquiry Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about my current outstanding debts and to seek clarification on a few recent transactions listed on my account with your organization.

As I am in the process of organizing my personal finances, I would appreciate it if you could provide me with a complete breakdown of my account, including:

- The total outstanding balance
- Details of each individual debt
- Payment history
- Any accrued interest or fees

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

Your Name