

Letter of Request for Debt Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Credit Card Company Representative's Name],

I am writing to request clarification regarding a debt associated with my credit card account number [Insert Account Number]. I have noticed some charges on my account statement dated [Insert Statement Date] that I do not recognize, and I would like to seek further information on these items.

Below are the charges that require clarification:

- [Charge Description 1] - [Amount] - [Date]
- [Charge Description 2] - [Amount] - [Date]
- [Charge Description 3] - [Amount] - [Date]

I kindly ask that you provide me with detailed information regarding these charges, including any relevant supporting documentation or transaction details. Your assistance in this matter is greatly appreciated.

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

Sincerely,

[Your Name]