

Request for Debt Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name or Customer Service],

I am writing to formally request clarification regarding a debt I have with your company that I believe to be in dispute. The account number associated with this debt is [Insert Account Number].

Upon reviewing my records, I have identified discrepancies that require your attention. Specifically, [Briefly describe the dispute or issue, e.g., the amount charged, dates of service, etc.].

For your reference, I have enclosed copies of relevant documents that support my position, including [List any documents you are including, such as previous statements, correspondence, etc.].

I kindly request that you provide clarification on this matter and any documentation that supports the validity of the debt. I appreciate your prompt attention to this issue and look forward to resolving it amicably.

Thank you for your cooperation. I can be reached at [Your Phone Number] or [Your Email Address] should you need further information.

Sincerely,

[Your Name]