

# Debt Accountability Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## Subject: Dual Debt Accountability Request

Dear [Recipient's Name],

I am writing to formally request clarification and accountability regarding two debts associated with my account as referenced below:

- Debt Account Number 1: [Insert Account Number 1]
- Debt Account Number 2: [Insert Account Number 2]

As I seek to resolve these debts efficiently, I kindly request the following information for both accounts:

1. A detailed statement of the outstanding balance for each account.
2. A breakdown of any fees or charges applied to each account.
3. The original creditor and any additional relevant documentation.

I appreciate your prompt attention to this matter and look forward to your response within [insert time frame, e.g., 30 days]. Please send the requested information to my address provided above.

Thank you for your cooperation.

Sincerely,

[Your Name]