

Disputed Debt Account Statement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

To:

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Subject: Dispute of Debt Account Statement - Billing Error Correction

Dear [Creditor's Name],

I am writing to formally dispute the accuracy of the account statement dated [date of statement] for my account number [your account number]. I believe there has been an error regarding [specific details of the error, e.g., charges, payments not reflected, etc.].

Upon reviewing my records, I found discrepancies including [list specific discrepancies, e.g., amount charged, date of charge, etc.]. I kindly request that you investigate this issue and provide me with the necessary documentation to correct this billing error.

For your reference, I have enclosed copies of [mention any enclosed documents, e.g., previous statements, payment confirmations, etc.]. Please let me know if you need any further information to assist with this matter.

I appreciate your prompt attention to this issue, and I look forward to your response within [specify a timeframe, e.g., 30 days] as required by law.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]