

Letter of Disputed Debt Account Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally dispute a debt account listed under my name with your company. The account number is [Insert Account Number]. I believe there may be discrepancies in the amount owed and the validity of this debt.

To assist with my legal consultation regarding this matter, I request a detailed account statement that includes:

- Initial balance and terms of the debt
- Itemized charges and payments made to date
- Any interest or fees applied to the account
- Documentation proving the validity of the debt

I would appreciate your prompt attention to this matter and expect to receive the requested documentation within [Insert Time Frame]. Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]