

Disputed Debt Account Statement

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Address: [Insert Recipient Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Recipient Name],

We are writing to address the disputed account associated with your name, Account Number: [Insert Account Number]. We understand that there are discrepancies concerning this account balance.

Account Details

- Original Creditor: [Insert Original Creditor Name]
- Outstanding Balance: \$[Insert Amount]
- Date of Last Payment: [Insert Date]

To resolve this matter amicably, we are willing to offer a settlement of [Insert Settlement Amount] on this account. This offer is valid until [Insert Expiration Date of Offer].

Please review the details above and contact us by [Insert Contact Date] to discuss this settlement offer. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Phone Number]
[Company Email]