

Debt Discrepancy Report

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]

Dear [Recipient's Name],

I am writing to formally report a discrepancy regarding the debt account number [Insert Account Number] associated with my name. I received a notice regarding this debt on [Insert Date of Notice], and I believe that there may be an error in the amount or the validity of this debt.

To aid in the investigation, I have attached the relevant documents and information supporting my claim. I respectfully request that you conduct a thorough review of this account and provide me with clarification on the following points:

- [Specific Discrepancy 1]
- [Specific Discrepancy 2]
- [Specific Discrepancy 3]

As the investigation is currently active, I kindly ask that you refrain from taking any further collection actions until we have resolved this discrepancy. I would appreciate your timely response within [Insert Time Frame, e.g., 30 days] so that we can address this matter promptly.

Thank you for your attention to this important issue. I look forward to your response.

Sincerely,

[Your Name]