

Debt Dispute Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Acknowledgment of Debt Dispute

Dear [Recipient's Name],

I am writing to acknowledge the receipt of your dispute regarding the debt associated with account number [Insert Account Number]. I have noted your concerns, and I am currently investigating the details surrounding this matter.

During this investigation, I assure you that no further collection efforts will take place until this issue has been fully resolved. I will ensure to keep you updated on any findings and the resolution timeline.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you have any additional information to share or if you have any questions in the meantime.

Thank you for your patience as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company, if applicable]