

Demand for Current Debt Standing

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a current statement of my debt standing with your organization. As per our records, I would like to verify the total amount owed, any outstanding balances, and the terms of repayment.

For your reference, my account number is [Your Account Number]. Please send this information to my address listed above or via email at [Your Email Address].

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]