Request for Debt Status Clarification

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date
Debt Collection Agency Name
Agency Address
City, State, Zip Code
Dear [Debt Collector's Name],
I am writing to request clarification regarding the status of a debt that I believe is associated with my name. My account number is [Account Number].
Due to the lack of communication and detailed information about this debt, I would appreciate it if you could provide me with the following:
 The total amount owed, including any fees or interest. The original creditor's name and details. The date of the original debt incurred. Any payment history regarding this account.
Please send this information to my address listed above or via email at [Your Email Address]. I appreciate your prompt attention to this matter and look forward to your response.
Thank you for your assistance.
Sincerely,
[Your Name]