

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 Collection Agency Name],

I am writing to formally request confirmation of the details regarding my debt account (Account Number: [Your Account Number]). I believe I need more clarification on the outstanding balance and any other relevant information pertaining to this account.

Please provide me with the following information:

- The total amount owed
- A detailed breakdown of the charges
- The original creditor's name
- The date of the last payment

Sincerely,

Your Name