

# Inquiry for Debt Account Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request detailed information regarding my debt account with your organization. My account number is [Your Account Number].

Specifically, I would like to know the following:

- The current balance of my account
- Payment history and any outstanding payment amounts
- Details regarding interest rates and applicable fees
- Any available options for repayment plans

Sincerely,

[Your Name]