

# Notice of Debt Account Verification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

[Insert City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that we are currently in the process of verifying the details of your debt account with us. It is essential to ensure that all information is accurate and up to date.

Please review the account details below:

- Account Number: [Insert Account Number]
- Outstanding Balance: [Insert Balance]
- Due Date: [Insert Due Date]

If you believe any information is incorrect or if you have any questions regarding your account, please contact us at [Insert Contact Information] by [Insert Deadline for Response]. Your prompt attention to this matter is appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]