

Verification of Outstanding Debt Account

Date: [Current Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Verification of Outstanding Debt Account

I am writing to request verification of my outstanding debt account associated with the account number [Account Number]. According to my records, the amount due is [Amount Due]. However, I would like to confirm this information with your office.

For your reference, I have included copies of relevant documents regarding this account.

Please provide me with the following information:

- Account Balance
- Payment History
- Details of Charges

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

Sincerely,

[Your Name]