

Debt Clarification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request clarification regarding the outstanding debt associated with my account #[Your Account Number]. I would appreciate it if you could provide me with the detailed breakdown of the charges that constitute this debt.

In particular, I am seeking information on the following:

- The original amount of the debt.
- A detailed list of any fees and interest charges applied.
- The date the debt was incurred.
- Any payments that have been made toward this debt.

As I am committed to resolving this matter amicably, I would appreciate a prompt response so that I may better understand my obligations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]