

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the revalidated compliance status of my outstanding debt with [Company Name]. The account number is [Account Number].

As per our previous discussions and the agreement dated [Agreement Date], I would like to confirm whether my account has met the necessary compliance requirements. Please provide me with the updated status at your earliest convenience.

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

Sincerely,

[Your Name]