

Debt Confirmation Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a confirmation of the debt that I owe to your organization, as per our records. The details are as follows:

- Account Number: [Insert Account Number]
- Outstanding Amount: [Insert Amount]
- Date of Last Payment: [Insert Date]

To ensure our records are accurate, I would appreciate it if you could verify the details of this debt and provide any relevant documentation necessary to clarify the status of my account.

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

Sincerely,

[Your Name]