

Letter of Clarification on Debt Misunderstanding

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to clarify a misunderstanding regarding the debt associated with my account, [Your Account Number].

Upon reviewing my records, I have noticed some discrepancies that I believe require clarification. Specifically, [briefly describe the misunderstanding or error in the debt amount, payment history, etc.].

I kindly request a detailed statement and any relevant documentation regarding this matter to assist in resolving this misunderstanding promptly.

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

Sincerely,

[Your Name]