

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally reject any claim of debt responsibility regarding [specific debt or account number] that you have presented to me. After reviewing the relevant documentation and assessing my financial obligations, I have determined that I am not liable for this debt.

It is my position that [briefly explain your rationale, e.g., lack of agreement, wrong charges, etc.]. As such, I will not be taking responsibility for this matter and request that you cease any further communication regarding this debt.

Please confirm receipt of this letter and your understanding of my position. Should you have any questions or require further clarification, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]