

Initial Debt Verification Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Subject: Debt Verification Request

Dear [Debtor's Name],

This letter serves as a formal notice regarding an outstanding debt you have with our company. We are reaching out to verify the details of the account associated with your name.

Account Number: [Insert Account Number]

Original Creditor: [Insert Original Creditor's Name]

Current Balance: [Insert Amount Owed]

According to the Fair Debt Collection Practices Act, you have the right to request verification of this debt. If you dispute the validity of this debt or any portion thereof, please contact us within 30 days from the receipt of this letter.

If you have any questions regarding this matter, you can reach us at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]