

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

## **Subject: Petition for Debt Account Analysis**

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to formally request an analysis of my debt account associated with [Account Number/Reference]. I believe it is important to review the details of this account to fully understand the current outstanding balance and the terms of repayment.

In light of [brief explanation of your situation, if applicable, e.g., financial hardship, unemployment], I find it necessary to assess my options for managing this debt effectively. To do so, I kindly ask for a detailed breakdown of my account, including but not limited to:

- Outstanding balance
- Interest rates applied
- Payment history
- Any fees or penalties incurred

Your cooperation in providing this information would be greatly appreciated. I believe that with a clearer understanding of my debt, we can work towards an amicable resolution that benefits both parties.

Please respond to this request at your earliest convenience. I look forward to your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]