

Debt Account Assessment Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally request an assessment of my debt account referenced under account number [Your Account Number]. Due to [briefly explain reason, e.g., financial difficulties, discrepancies, etc.], I would like to understand the current status and details of this debt.

Please provide the following information:

- Total outstanding balance
- Payment history
- Interest rates applied
- Any fees incurred

Thank you for your assistance.

Sincerely,

[Your Name]