

Debt Account Audit Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inquire about the audit of my debt account referenced under account number [Account Number]. As part of my financial review, I wish to ensure all transactions are accurate and accounted for.

Specifically, I would like to request a detailed statement of my account, including:

- Transaction history for the past [specific time frame]
- Any outstanding balances
- Applicable fees and interest rates
- Payment history

In addition, if there are any discrepancies, I would appreciate your guidance on how to resolve them promptly.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]