

Debt Account Scrutiny Notice

Date: [Insert Date]

To,

[Debtor's Name]

[Debtor's Address]

Subject: Notice for Scrutiny of Debt Account

Dear [Debtor's Name],

We are writing to formally notify you about the need for a comprehensive scrutiny of your debt account with us, account number [Insert Account Number]. This is necessary to ensure accuracy in our records and to address any discrepancies you may have noted.

Please provide us with any relevant documentation or details regarding your account by [Insert Deadline Date]. This will help us expedite the review process.

Your prompt response to this matter will be greatly appreciated. Should you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]