Charge-Off Account Verification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Subject: Request for Charge-Off Account Verification

Dear [Creditor's Name],

I am writing to formally request verification of the charge-off account listed with your institution under my name. The account number is [Account Number], and it was charged off on [Date of Charge-Off].

According to the Fair Credit Reporting Act, I have the right to request verification of debts. Please provide me with the necessary documentation to verify this account, including the original creditor's name, the amount owed, and any supporting statements or records pertaining to this charge-off.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]