

Follow-Up Letter for Third-Party Collection Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Collection Agency Name]

[Collection Agency Address]

[City, State, Zip Code]

Dear [Collection Agency Contact Name],

I am writing to follow up on my previous inquiry regarding the collection account referenced as [Account Number]. I would like to request an update on its status and any information that may be available.

As noted in my earlier correspondence dated [Previous Correspondence Date], I dispute the validity of this debt and would appreciate your prompt attention to this matter. To facilitate the review, please provide any documentation that supports the claim.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]