

Dispute Letter for Duplicate Debt Entries

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally dispute the duplicate entries for the debt listed under my account, [Your Account Number]. After reviewing my records, I have noticed that there are two entries for the same debt, which is causing confusion and could potentially affect my credit report.

The details of the duplicate debts are as follows:

- Debt Amount: [Insert Amount]
- Account Number: [Insert Account Number]
- Date of Entry: [Insert Date of Entry]

I kindly request that you investigate this matter and remove the duplicate entry from my record. I have attached copies of relevant documents supporting my claim for your review.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]