

Notification of Duplicate Debts

Collection Agency Name

Collection Agency Address

City, State, ZIP Code

Date: [Insert Date]

Dear [Collection Agency Name],

I am writing to formally notify you that I have identified a duplicate debt in your records concerning my account.

Account Number: [Insert Account Number]

Duplicate Debt Reference: [Insert Duplicate Reference Number]

After reviewing my financial records, I have found that both debts refer to the same obligation incurred on [Insert Date of Original Debt]. This situation has led to confusion and I request that you investigate this matter.

In accordance with the Fair Debt Collection Practices Act, I ask that you cease collection activities on the duplicate account and provide written confirmation of the resolution.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]