

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally inquire about the legality of a debt that has been placed in my name. I would appreciate your cooperation in providing the following details:

- Documentation supporting the validity of the debt.
- Details about the original creditor.
- Any agreements that were made pertaining to this debt.

As you understand, it is important for me to ensure that all debts are legitimate and properly documented. I kindly ask for a response to this inquiry within 30 days of receipt of this letter.

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

Sincerely,
[Your Name]