

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request information regarding a debt that has been reported to me. The details of the debt are as follows:

- Account Number: [Insert Account Number]
- Amount: [Insert Amount]
- Creditor: [Insert Creditor's Name]

In order to ensure the authenticity of this debt, I would appreciate it if you could provide me with the following information:

1. A copy of the original signed agreement.
2. A detailed statement showing how the amount was calculated.
3. Any documentation related to the debt, including transfer records if applicable.

Please send the requested information to my address listed above or via email. If you have any questions, feel free to contact me at [Your Phone Number]. I look forward to your prompt response.

Sincerely,

[Your Name]