

Letter of Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request clarification regarding certain details of a debt that has been reported on my account with your company, referenced under account number [insert account number].

Upon reviewing my records, I have noticed discrepancies in the information provided about the debt, specifically regarding [insert specific details of misrepresented debt]. I would appreciate your assistance in clarifying these points so that I can understand the situation better.

For your reference, I have attached relevant documents that highlight the discrepancies and provide context to my request. Please let me know if any additional information is required to facilitate this clarification.

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

Sincerely,

[Your Name]