

Account Dispute Letter

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

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally dispute the outstanding debt of [amount] reported on my account with the account number [account number]. I believe this debt is inaccurate due to [brief explanation of your dispute].

According to the Fair Debt Collection Practices Act, I request that you provide validation of this debt. Please include any documentation that substantiates your claim.

I appreciate your prompt attention to this matter and look forward to your response within 30 days.

Sincerely,
[Your Name]