

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Debt Liability Check

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request a verification of any outstanding debt obligations associated with my account. My details are as follows:

- Full Name: [Your Full Name]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]
- Social Security Number (last four digits): [XXX-XX-XXXX]

Please provide a detailed statement of my current liabilities, including any relevant dates, amounts, and terms associated with the debts. If there are any discrepancies, I would appreciate your guidance in resolving them.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]