

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Debt Collector's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: [Your Account Number or Reference Number]

Dear [Debt Collector's Name],

I am writing to you regarding the debt referenced above. I am aware that I owe [amount] for [description of the debt].

I would like to request [information about the debt, such as verification or a payment plan, etc.]. Please provide me with the following information:

1. The amount of the debt.
2. The name of the original creditor.
3. A detailed breakdown of charges leading to the total amount due.

I would appreciate your prompt attention to this matter and look forward to your response within [a reasonable time frame, e.g., 30 days].

Thank you for your cooperation.

Sincerely,

[Your Name]