

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

[Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Subject: Request for Verification of Debt

Dear [Creditor's Name],

I am writing to you regarding the account number [Account Number] listed under my name. I recently received a notice indicating that I owe a balance of [Amount]. I am requesting verification of this debt as permitted by the Fair Debt Collection Practices Act.

Please provide me with the following information:

1. The amount of the debt,
2. The name of the original creditor,
3. Documentation that proves I am responsible for this debt.

Until I receive this information, I kindly ask that you cease all collection activity on this account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]