Polite and respectful debt dispute letter

Subject: Dispute of Debt and Request for Clarification
Dear [Creditor Name],
I am writing regarding your notice for [amount]. I am concerned there may be an error or
misunderstanding regarding this debt.
Please provide full documentation verifying the claim. I kindly request that all collection actions
pause until this matter is resolved.
Thank you for your attention and understanding.
Sincerely,
[Your Name]
[Address]
[Phone]
[Email]

Get more templates here:

https://www.lettersandtemplates.com/letters/debt-collection-dispute-letter