

Corporate debt verification template

Subject: Debt Verification Request - Reference #[Reference Number]

Dear [Creditor/Collection Agency],

This letter serves as a formal request for verification of a debt that you claim I owe. According to your recent communication dated [Date], you allege that I owe \$[Amount] to [Original Creditor Name].

Under the Fair Debt Collection Practices Act, I am requesting that you provide written verification of this debt, including:

- The original creditor's name and address
- The original amount of the debt
- A copy of the original signed agreement or contract
- Proof that you are authorized to collect this debt
- A complete accounting of all charges, payments, and adjustments
- Documentation showing the chain of ownership if this debt has been sold

Please note that this is not an acknowledgment of the debt, but rather a request for verification as allowed by law. I dispute this debt and request validation before any further collection activities proceed.

I expect your response within 30 days of receiving this letter. Until proper verification is provided, please cease all collection efforts related to this alleged debt.

Respectfully,

[Your Full Name]

[Your Address]

[Date]

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