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**Your Name**

123 Your Street  
Your City, ST 12345  
(123) 456-7890  
no\_reply@example.com

4th March 20XX

**Collection Agency Name**

Rep. Name  
123 Address St  
Anytown, ST 12345

Dear Collection Agency Name's Representative,

This letter serves as a request to verify the debt you contacted **YOUR NAME** about on **DATE OF CONTACT**.

Please respond to this letter with details about the alleged debt including how old the debt is, how much is owed, who owes the debt, and who the debt is owed to.

Respectfully,

**YOUR NAME**