

Professional Collection Dispute Letter

Subject: Dispute of Collection Account “ [Your Account Number]

Dear [Collection Agency Name],

I am writing to formally dispute the collection account referenced above, which I was recently notified about. According to my records, the debt claimed is either incorrect, already settled, or does not belong to me.

Please provide the following documentation as required under the Fair Debt Collection Practices Act:

- Verification of the debt, including original creditor and amount owed
- Detailed account history
- Any relevant supporting documentation

Until proper verification is provided, I request that you cease all collection activities and mark this account as disputed on my credit report.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

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