

Informal Email for Collection Dispute

Subject: Disputing a Collection " Request for Verification

Hi [Collector Name],

I recently received a notice regarding a collection under my name with account number [Account Number]. I believe this may be an error, as I have either already paid the balance or do not recognize this account.

Could you please provide verification of this debt, including the original creditor and detailed billing information? I request that no further collection activity is taken until this matter is clarified.

Thanks for your help,

[Your Name]

[Contact Info]

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