

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]

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