

[Your Company Name]  
[Your Name/Title]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

[Collection Agency Name]  
[Contact Person, if known]  
[Agency Address]  
[City, State, Zip Code]

### **RE: Notice of Dispute and Request for Debt Validation**

To Whom It May Concern,

I am writing to you regarding the notice I received from your office on [Date of Notice] concerning an alleged debt for account number [Account Number], associated with [Your Company Name].

This letter serves as a formal request for validation and verification of this commercial debt. Please provide the following information and documentation:

- The legal name and address of the original creditor.
- A complete breakdown of the principal amount, interest, and any additional fees or collection costs being claimed.
- A copy of the original contract or purchase agreement signed by an authorized representative of [Your Company Name].
- Copies of all statements, invoices, or proof of delivery of goods/services related to this balance.
- Documentation proving your authority to collect this debt on behalf of the creditor.

Please be advised that this is not a refusal to pay, but a request for verification to ensure the accuracy of your claim. Until such time as you provide the requested documentation, all collection activities regarding this account should be suspended.

I look forward to receiving the requested information within 30 days of your receipt of this notice.

Sincerely,

[Signature]  
[Printed Name]  
[Title]