

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

[Date]

[Name of Utility Company or Collection Agency]
[Address]
[City, State, Zip Code]

Re: Account Number [Insert Account Number]

To Whom It May Concern,

I am writing to formally request information regarding the alleged debt associated with the account number listed above. I do not acknowledge any responsibility for this debt at this time.

Please provide me with the following information so that I may properly evaluate this claim:

- The date of the last payment made on this account.
- The date the account first became delinquent.
- The specific state law you believe governs the statute of limitations for this type of utility debt.
- Proof of the total amount currently owed, including a breakdown of principal, interest, and fees.

Based on my records, it appears that the statute of limitations for collecting this debt may have expired under [Insert Your State] law. If the statute of limitations has passed, please cease all collection activities and confirm in writing that the account is closed.

If you intend to continue collection efforts, please provide the documentation requested above within 30 days of receipt of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]