

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

[Date]

[Recipient Name or Company Name]
[Attention: Billing/Compliance Department]
[Recipient Address]
[City, State, Zip Code]

RE: Submission of Consumer Validation Documents

Account Number: [Your Account Number]
Reference Number: [Any Reference Number]

To Whom It May Concern,

Pursuant to my previous correspondence regarding the above-referenced account, I am writing to formally provide the documentation required to validate my identity and/or the details of the consumer dispute previously filed.

Please find the following documents enclosed for your review:

- [List Document 1: e.g., Copy of Driver's License]
- [List Document 2: e.g., Copy of Social Security Card]
- [List Document 3: e.g., Utility Bill for Residency Verification]
- [List Document 4: e.g., Previous Correspondence or Receipts]

These documents are being provided to ensure that your records are accurate and to facilitate the immediate resolution of this matter. Please update your files accordingly and provide written confirmation that these documents have been received and processed.

If you require any further information or have additional questions, please contact me directly at the phone number or email address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [Number of documents attached]