

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

[Date]

[Name of Debt Collector/Agency]
[Address]
[City, State, Zip Code]

Re: Account Number [Your Account Number]
Reference Number [Reference Number, if applicable]

Dear [Name of Debt Collector or Collections Manager],

I am writing this letter regarding the debt mentioned above, which was previously validated by your office on [Date of Validation].

I am formally reiterating my awareness of this obligation. While this debt was previously validated, I am requesting that you provide an updated statement of the current balance, including a detailed breakdown of any interest, fees, or additional charges that have been applied since the last communication.

Furthermore, please note that I am requesting that you cease all telephone contact with me regarding this matter. All future correspondence must be conducted in writing and sent to the address listed above.

Thank you for your prompt attention to this update.

Sincerely,

[Your Signature]

[Your Printed Name]