

[Your Name/Business Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Debt Collector Name/Lending Institution]

[Address]

[City, State, Zip Code]

RE: Debt Verification Request for Account #[Account Number]

Dear [Name of Contact Person or Debt Collector],

I am writing to formally request verification of the debt you are seeking to collect regarding the business loan associated with [Business Name].

Under the applicable laws governing fair debt collection practices, I am requesting that you provide the following information:

- The name and address of the original creditor.
- The exact amount currently alleged to be owed.
- A complete copy of the original signed loan agreement or promissory note.
- An itemized statement of all interest, fees, and payments applied to the account since its inception.
- Documentation proving that you are authorized to collect this specific debt.

Please note that this is not a refusal to pay, but a formal request for validation. I am disputing the validity of this debt until such time as complete documentation is provided.

I request that you cease all collection activities, including reporting this to credit bureaus, until you have provided the requested verification. All future communications regarding this matter should be sent to me in writing at the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]