

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

[Date]

[Creditor/Company Name]
[Department Name, if applicable]
[Company Address]
[City, State, Zip Code]

RE: Account Number [Your Account Number]
Subject: Formal Request for Debt Voidance and Account Reactivation

To Whom It May Concern,

I am writing regarding the outstanding balance and current status of the above-referenced account.

Based on [mention reason: e.g., proof of payment, error in billing, or previous settlement agreement], I am requesting that the alleged debt in the amount of \$[Amount] be officially voided and removed from my record. Enclosed, please find [mention supporting documents, e.g., receipts or correspondence] as evidence that this balance is no longer owed.

Furthermore, now that this matter is being resolved, I formally request the immediate reactivation of my account. I value my relationship with [Company Name] and wish to resume using your services under the original terms of our agreement.

Please provide written confirmation within [Number, e.g., 15] business days stating that:

- The debt has been voided and the account balance is now \$0.00.
- The account has been reactivated and is in good standing.
- Any negative information reported to credit bureaus regarding this specific debt has been corrected or deleted.

Thank you for your prompt attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]