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

[Date]

[Name of Creditor or Collection Agency]
[Attention: Billing/Dispute Department]
[Address]
[City, State, Zip Code]

RE: Request for Additional Documentation Regarding Disputed Account
Account Number: [Your Account Number]
Reference Number: [Claim/Reference Number, if applicable]

To Whom It May Concern,

I am writing in response to your letter dated [Date of their letter] regarding the debt associated with the above-referenced account. I am formally requesting additional documentation and evidence to substantiate the validity of this claim.

While I received your previous correspondence, the information provided was insufficient to confirm the accuracy or the legitimacy of the debt. To resolve this matter, please provide the following documents:

- A copy of the original signed contract or agreement associated with this account.
- A complete transaction history or itemized statement of account showing all charges, payments, and interest applied.
- Proof of your authorization to collect this debt (such as a copy of the assignment or purchase agreement if you are a third-party agency).
- Verification of the date of the last payment or activity on the account.

Please note that this letter is not an acknowledgment of the debt, nor is it a promise to pay. I am exercising my rights to verify the information you are reporting.

I request that you cease any reporting of this debt to credit bureaus, or mark the account as "disputed," until you have provided the requested documentation. Please respond to this request within thirty (30) days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]