

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

[Date]

[Recipient Name]
[Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Transmittal of Original Creditor Documentation
Account Number: [Account Number]
Reference Number: [Reference Number]

Dear [Recipient Name],

Pursuant to your recent request regarding the above-referenced account, I am formally transmitting the requested documentation for your records and review.

Enclosed please find the following documents:

- A copy of the original signed contract/agreement between [Name of Original Creditor] and [Account Holder Name].
- Itemized billing statements covering the period from [Start Date] to [End Date].
- [List any additional documents, e.g., Terms and Conditions].

These documents serve as verification of the debt and provide the complete history of the account transactions, interest charges, and payments as requested.

Please acknowledge receipt of these documents. Should you require any further information or clarification regarding this transmittal, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [Number of Enclosures]