

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Collection Agency Name]  
[Collection Agency Address]  
[City, State, Zip Code]

Re: Account Number [Account Number]  
Original Creditor: [Name of Original Creditor]

Dear [Contact Person or Collections Department],

This letter is in response to your recent communication regarding the above-referenced account. After conducting a thorough review of our records, we are unable to locate any internal documentation or account information matching the details provided for this consumer.

Due to our inability to verify the existence or validity of this debt within our systems, we are closing this file in our office. We have officially returned the account to the original creditor, [Name of Original Creditor].

Please be advised of the following:

- All collection activity on this account has ceased at this agency.
- We have requested the removal of any reporting regarding this specific account from the credit bureaus (if applicable).
- No further contact will be made by our office regarding this matter.

If you have further questions or wish to pursue this matter, please contact the original creditor directly.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Department]