

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

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: Itemized Statement Request for Account #[Account Number]

Dear [Debtor Name],

In response to your request dated [Date of Request], we are providing the enclosed itemized statement regarding the debt referenced above.

The enclosed documentation includes:

- The name of the original creditor.
- The date of the original transaction or service.
- The principal amount owed.
- A breakdown of any interest, fees, or additional charges applied.
- Record of any payments or credits previously applied to the account.

The current total balance due as of [Current Date] is \$[Amount].

Please review these documents. If you have any further questions or wish to discuss payment arrangements, please contact our office at [Phone Number] during business hours.

Sincerely,

[Sender Name]
[Your Company Name]

This is an attempt to collect a debt. Any information obtained will be used for that purpose.