

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

[Date]

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

RE: Notice of Dispute Acknowledgment  
Account Number: [Account Number]  
Creditor: [Original Creditor Name]

Dear [Consumer Name],

We are writing to acknowledge receipt of your correspondence dated [Date of Consumer's Letter], in which you indicated that you are disputing the above-referenced debt.

In accordance with the Fair Debt Collection Practices Act (FDCPA), we have placed this account in a "Disputed" status. We have ceased all active collection efforts on this account while we conduct an investigation into your dispute.

We are currently reviewing our records and obtaining the necessary verification of the debt. Once this process is complete, we will provide you with written verification of the debt, which may include the name and address of the original creditor, if different from the current creditor, and documentation supporting the amount owed.

If you have any specific documentation or information that supports your dispute, please forward it to our office at your earliest convenience to assist in our investigation.

Sincerely,

[Your Name/Department]  
[Your Company Name]

**This communication is from a debt collector. This is an attempt to collect a debt and any information obtained will be used for that purpose.**