

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

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

Re: Verification of Debt for Account Number: [Account Number]

Dear [Consumer Name],

We are writing in response to your request dated [Date of Consumer Request] regarding the verification of the above-referenced debt. We have reviewed our records and provide the following information to verify the validity of the account:

- **Creditor Name:** [Name of Original Creditor]
- **Account Number:** [Full or Masked Account Number]
- **Original Account Opening Date:** [Date]
- **Current Balance Due:** \$[Amount]
- **Last Payment Date:** [Date]
- **Last Payment Amount:** \$[Amount]

Attached to this letter, please find copies of documentation further substantiating this debt, including [List attachments, e.g., original contract, billing statements, or invoices].

Please be advised that this debt is valid and remains due. If you have any questions regarding this verification or wish to discuss payment options, please contact our office at [Phone Number] during normal business hours.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]

Enclosures: [List attached documents]