**SAMPLE LETTER: REQUESTING PROOF OF A DEBT**

Your Name

Your Address

Organisation

Address

Date

Dear Sir or Madam,

**Re: Alleged debt**

I/We refer to your letter/phone call on (*date*) in which you claimed a debt of (*amount*) was owed.

To assist me/us to obtain advice about your claim please provide the following documents:

1. Copy of contract relating to the alleged debt.

2. Copies of any account statements from (*date*) to (*date*).

3. Details of how the amount of the debt was calculated.

Please forward this information to the above address.

Please note that in requesting the above documents and information, I/we am/are not

acknowledging any liability for any amount alleged to be outstanding on the alleged

debt.

Yours faithfully,

(*Your Name*)