

Date

Dear Sir/Madam

Reference your letter dated /or give reference number if there is one

I have no record of this debt with (*name of original creditor*).

Please provide me with a copy of the original statement of the account showing exactly how the amount claimed has been calculated within 28 days of receipt of this letter.

If I do not receive such a statement within the specified time and you continue to contact me about this debt, I will make a formal complaint and will ask you to investigate this through your complaints procedure, requesting a reply within 28 days. I will then contact the Financial Ombudsman Service for advice if I am still not satisfied.

Yours faithfully

[Your name]