

Debt Acknowledgment Reminder

Date: [Insert Date]

To: [Debtor's Name]

[Debtor's Address]

Dear [Debtor's Name],

This letter serves as a reminder regarding the outstanding debt of [Amount] that was due on [Due Date]. We acknowledge that you have committed to repay this debt, however, as of today, we have not received payment.

We kindly ask you to make the payment by [New Due Date] to avoid any additional fees or legal actions. Please find our payment details below:

Bank Name: [Bank Name]

Account Number: [Account Number]

Reference: [Reference Number]

If you have already made the payment, please disregard this notice. If you have any questions or concerns, feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]