

Debt Resolution Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Follow-Up on Debt Resolution Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the resolution of my outstanding debt with [Creditor's Name]. As we discussed on [Date of Previous Communication], I was expecting to receive confirmation of our agreement and the next steps to proceed with the payment plan.

As of today, I have yet to receive further details. I want to ensure that we are on the same page and moving forward with the agreed-upon terms. Please provide me with an update at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]