

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the debt restructuring proposal we submitted on [submission date]. We believe that the proposed terms can be mutually beneficial and help in addressing the current financial challenges faced by [Recipient Company Name].

Please let us know if you require any further information or clarification regarding our proposal. We are open to discussing any adjustments that may help facilitate a swift agreement.

Thank you for considering our proposal. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]