

Follow-Up on Debt Resolution Options

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the debt resolution options available for my account [insert account number or reference].

As we previously discussed on [insert date of previous discussion], I am keen on exploring feasible solutions that can assist me in managing my outstanding balance. I appreciate any insights you can provide regarding payment plans or other options available to resolve this debt.

Please let me know if there are any required documents or information you need from my side to expedite this process. I look forward to your prompt response so that we can work towards a mutually beneficial resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Name]