

# Debt Acknowledgment Receipt

Date: [Insert Date]

From:

[Your Business Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

This letter serves as an acknowledgment of your debt to [Your Business Name] in the amount of [Insert Amount]. The debt was incurred for [Brief Description of Goods/Services].

Details of the transaction are as follows:

- Invoice Number: [Insert Invoice Number]
- Date of Transaction: [Insert Date]
- Outstanding Amount: [Insert Amount]

Please consider this letter as a formal acknowledgment of the outstanding debt. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]