

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Formal Acknowledgment of Debt

Dear [Recipient's Name],

I, [Your Name], hereby formally acknowledge that I owe you a total sum of [amount of debt], which was incurred on [date of debt]. This debt is related to [brief description of the reason for debt].

I commit to repaying this debt according to the following schedule: [insert payment schedule or terms].

Please let me know if you require any additional documentation or if you would like to discuss the repayment terms further.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]