

# Proof of Debt Entitlement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Proof of Debt Entitlement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally acknowledge and provide proof of my entitlement to the debt owed to me by [Debtor's Name/Company]. As of [Insert Date], the total amount outstanding is [Insert Amount] due to [Insert Reason for Debt].

Details of the debt are as follows:

- Creditor Name: [Your Name/Company]
- Debtor Name: [Debtor's Name/Company]
- Original Amount: [Insert Amount]
- Outstanding Amount: [Insert Amount]
- Due Date: [Insert Due Date]
- Description: [Insert Description of Debt]

Attached to this letter are the relevant documents that support this claim, including [list documents such as invoices, contracts, agreements, etc.].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further clarification regarding this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company, if applicable]

[Your Address]

[City, State, Zip Code]