

Letter of Acknowledgment for Debt Responsibility Shift

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal acknowledgment of the shift of debt responsibility from [Original Debtor's Name] to [New Debtor's Name] regarding the debt originally incurred on [Date of Original Debt].

We, [Original Debtor's Name], hereby affirm that we have transferred our obligation to repay the amount of [Debt Amount] to [New Debtor's Name]. [New Debtor's Name] accepts this responsibility as of [Effective Date].

We request you to update your records accordingly and direct all future communications regarding this debt to [New Debtor's Name] at the following address:

[New Debtor's Address]
[City, State, Zip Code]

Thank you for your attention to this matter. If you have any questions, please feel free to reach out to us.

Sincerely,

[Your Signature]
[Your Name]
[Your Title, if applicable]