

Debt Acknowledgment and Apology Letter

Date: [Insert Date]

To: [Creditor's Name]

Address: [Creditor's Address]

Dear [Creditor's Name],

I am writing to formally acknowledge that I owe you a total amount of [Insert Amount] regarding [Insert Description of Debt]. I sincerely apologize for the delay in my payment and any inconvenience this may have caused you.

Due to [briefly explain reason for delay], I was unable to make the payments on time. I take full responsibility for this and I assure you that it was never my intention to neglect this obligation.

I am committed to rectifying this situation. I plan to make a payment of [Insert Amount] by [Insert Payment Date], and I will continue to make regular payments thereafter until the debt is fully settled.

Thank you for your understanding and patience during this time. I value our relationship and appreciate your support.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]