

Debt Acknowledgment Letter

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally acknowledge my debt of [amount owed] to you, which was originally due on [original due date]. I understand that the repayment has been delayed, and I want to assure you that I am taking steps to address this situation.

I appreciate your patience during this time and would like to propose a repayment plan. I intend to make a payment of [proposed payment] by [proposed payment date], followed by [subsequent payment details].

Thank you for your understanding and support. Please let me know if you agree to this proposal or if you have any other suggestions.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]