

Debt Acknowledgment and Payment Delay Notification

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

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

Dear [Creditor's Name],

I am writing to formally acknowledge my debt of [debt amount] that I owe to you. I understand that this payment was due on [due date], and I sincerely apologize for the delay in processing this payment.

Unfortunately, due to [brief explanation of reason for delay, e.g., unexpected financial hardship, medical expenses], I am unable to make the payment at this moment. I am actively working on my finances and expect to be able to remit the payment by [anticipated payment date].

Thank you for your understanding and patience during this time. Please let me know if you require any further information or if we can discuss a possible arrangement.

Sincerely,
[Your Name]