

Debt Acknowledgment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the debt owed to you in the amount of [insert amount] that was due on [insert due date]. Due to unforeseen circumstances, I am unable to make the payment at this time.

I kindly request a postponement of the payment until [insert proposed new payment date]. I assure you that I am committed to settling this debt and I appreciate your understanding in this matter.

Thank you for your consideration. I look forward to your favorable response.

Sincerely,

[Your Name]