

# Debt Acknowledgment Letter

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally acknowledge the debt I owe to you, totaling [Insert Amount]. I appreciate your patience in this matter and wish to discuss a feasible plan for repayment.

In light of my current financial situation, I propose the following adjustment terms:

- Total Amount Owed: [Insert Amount]
- Proposed Monthly Payment: [Insert Amount]
- Duration of Payments: [Insert Duration]
- Proposed Start Date: [Insert Date]

I believe these terms will allow me to settle this debt responsibly. I am committed to fulfilling my obligations and appreciate your understanding as we work towards a resolution.

Please let me know if these terms are acceptable or if further discussion is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]