

Debt Acknowledgment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[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] as per our previous agreement dated [date of agreement]. Due to unforeseen circumstances, I am currently facing difficulties in meeting the repayment schedule.

To address this matter, I kindly request additional time to settle this debt. I propose a new timeline for repayment, which I hope we can agree upon. I assure you of my commitment to resolving this obligation as soon as possible.

I appreciate your understanding and patience during this challenging time. Please let me know if we can discuss this further or if you require any documentation to support my request.

Thank you for your consideration.

Sincerely,

[Your Name]