

Demand for Settlement of Unacknowledged Debt

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally demand the settlement of an unacknowledged debt amounting to [insert amount] that is outstanding as of [insert date]. Despite previous communications regarding this matter, I have yet to receive acknowledgment or payment.

The details of the debt are as follows:

- Invoice Number: [insert invoice number]
- Due Date: [insert due date]
- Description of Goods/Services: [insert description]

Please provide your acknowledgment of this debt and a proposal for settlement within [insert number] days from the date of this letter. Failure to respond may result in further actions to recover the amount owed.

Thank you for your prompt attention to this matter. I look forward to your swift reply.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]