

Request for Acknowledgment of Unpaid Debt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an acknowledgment of the unpaid debt that remains outstanding as of [Insert Date of Last Payment or Agreement]. The details of the debt are as follows:

Amount Due: \$[Insert Amount]

Invoice/Account Number: [Insert Invoice/Account Number]

Original Due Date: [Insert Original Due Date]

Your prompt attention to this matter would be greatly appreciated. Should you have any questions or require further documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]