

Debt Recovery Plan Status Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Debt Recovery Plan

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the status of your debt recovery plan as agreed upon in our previous discussions.

Current Status:

- Total Outstanding Amount: \$[Insert Amount]
- Payments Made to Date: \$[Insert Amount]
- Next Payment Due: [Insert Due Date]
- Remaining Balance: \$[Insert Amount]

Plan Adjustments:

[Briefly outline any adjustments or changes to the plan if applicable.]

Next Steps:

Please ensure that the next payment is made by the due date mentioned above. If you have any questions or wish to discuss further, feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]