

# Debt Repayment Progress Report

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a progress report regarding the repayment of the outstanding debt owed to you.

## Summary of Debt Details

- Total Amount Owed: [Insert Total Amount]
- Date Debt Incurred: [Insert Date]
- Current Outstanding Balance: [Insert Balance]

## Repayment Progress

As of today, I have made the following payments towards the debt:

- Payment 1: [Insert Amount and Date]
- Payment 2: [Insert Amount and Date]
- Payment 3: [Insert Amount and Date]

Next payment is scheduled for [Insert Next Payment Date], with an amount of [Insert Amount].

## Future Plans

I remain committed to repaying the debt in a timely manner and will continue to prioritize these payments. My goal is to have the debt settled by [Insert Target Date].

Thank you for your understanding and support during this process. Please feel free to reach out if you have any questions or need further clarification.

Best regards,

[Your Name]

[Your Address]

[Your Contact Information]