

Overdue Debt Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

This letter serves as a formal acknowledgment of the overdue debt of [Insert Amount] that has been outstanding since [Insert Due Date]. We appreciate your previous correspondence regarding this matter.

As of today, the amount due remains unpaid. We kindly request that you address this matter promptly to avoid any further action. Please make arrangements to settle the debt by [Insert Final Payment Date].

For your reference, the details of the debt are as follows:

- Original Amount: [Insert Amount]
- Outstanding Amount: [Insert Amount]
- Due Date: [Insert Due Date]

Should you have any questions or wish to discuss payment options, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position, if applicable]