

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Subject: Confirmation of Debt Amount Owed

Dear [Creditor's Name],

I am writing to formally confirm the outstanding debt amount that I owe to your organization. As per our previous discussions, the total amount owed is [insert amount], which was due on [insert due date].

Please find the details of the debt below:

- Original Loan Amount: [insert amount]
- Interest Rate: [insert rate]
- Current Balance: [insert amount]
- Payment History: [insert brief summary]

I would appreciate your confirmation of the above details. Should there be any discrepancies, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]