

Debt Resolution Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 follow up regarding our recent agreement concerning the forgiven debt of [Insert Amount]. As per our discussion, I wanted to confirm the terms we agreed upon and ensure that any necessary documentation has been received.

If there are any outstanding items or additional information required from my side to finalize this resolution, please do not hesitate to reach out. I appreciate the efforts made to resolve this matter amicably and look forward to receiving confirmation of the debt forgiveness.

Thank you for your attention to this matter.

Sincerely,

[Your Name]