

# Debt Resolution Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to respectfully inquire about the outstanding debt referenced by account number [Insert Account Number]. Due to [briefly explain your situation, e.g., financial hardship, unexpected expenses], I am seeking to resolve this matter amicably.

I would appreciate any information you could provide regarding options for repayment or potential settlement. I am committed to finding a solution that works for both parties and am open to discussing any proposals you may have.

Thank you for your understanding and cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]