

Debt Acknowledgment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the debt that I owe to [Company Name]. The details of the debt are as follows:

- Amount Owed: [Insert Amount]
- Account Number: [Insert Account Number]
- Due Date: [Insert Due Date]

I am committed to addressing this matter and would appreciate your assistance in outlining any necessary steps I should take to resolve this debt. Please confirm the total amount due, including any applicable fees and charges.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]