

# Debt Resolution Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about my current debt status and to explore potential options for debt resolution. My account number is [Insert Account Number].

Due to [brief explanation of circumstances leading to debt], I am seeking a way to manage my obligations more effectively. I would appreciate it if you could provide me with information regarding my outstanding balance, payment options, and any available programs that could assist in resolving this debt.

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

Sincerely,

[Your Name]