

# Debt Acknowledgment Request

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

[Country]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally request your acknowledgment of the outstanding debt that is currently due to our company.

As of [Insert Date], the total amount owed is [Insert Amount]. This debt relates to [brief description of the service/product], which was provided on [Insert Date].

To ensure a smooth process, we kindly ask you to confirm receipt of this request and acknowledge the debt by signing and returning the enclosed document.

Should you have any questions or require further details, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Country]

[Email]

[Phone Number]