

Acknowledgment of Principal Reduction Agreement

Date: [Insert Date]

To: [Insert Name]

[Insert Address]

[City, State, Zip Code]

Subject: Acknowledgment of Principal Reduction Agreement

Dear [Insert Name],

We are writing to formally acknowledge the Principal Reduction Agreement executed on [Insert Date of Agreement]. This agreement outlines the terms and conditions under which we have mutually agreed to reduce the principal balance of your account.

We appreciate your cooperation and commitment to resolving your account with us. The new agreed principal balance is [Insert New Principal Amount], effective from [Insert Effective Date]. All other terms of your original agreement remain in effect unless specified otherwise in this acknowledgment.

If you have any questions or require further clarification regarding this agreement, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]

[Insert Company Address]

[City, State, Zip Code]