

Debt Situation Assessment

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Address]
[Insert City, State, Zip Code]

Dear [Recipient's Name],

We are writing to provide you with an assessment of your current debt situation as requested. After reviewing your financial statements and discussions regarding your outstanding debts, we have compiled the following information:

Current Debts:

- Creditor: [Creditor Name] - Amount Owed: \$[Amount] - Due Date: [Due Date]
- Creditor: [Creditor Name] - Amount Owed: \$[Amount] - Due Date: [Due Date]
- Creditor: [Creditor Name] - Amount Owed: \$[Amount] - Due Date: [Due Date]

Total Debt:

Total Amount Owed: \$[Total Amount]

Income Assessment:

Monthly Income: \$[Monthly Income]

Recommendations:

Based on our assessment, we recommend the following actions to better manage your debt situation:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We understand that dealing with debt can be overwhelming, and we are here to help you navigate this process. Please feel free to contact us with any questions or if you need further assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]