

Debt Settlement Acknowledgment

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

Re: Debt Settlement Acknowledgment for Account #[Account Number]

I am writing to formally acknowledge the agreement reached on [insert date] regarding the settlement of my debt with your company. This letter serves as a confirmation of our discussed terms:

- Amount of Debt: \$[Original Amount]
- Settled Amount: \$[Settled Amount]
- Payment Date: [Insert Payment Date]

I understand that upon receipt of the agreed sum, [Creditor's Name] will consider this debt to be settled in full, and no further action will be taken against me in relation to this debt.

I appreciate your cooperation in this resolution and look forward to closing this matter successfully.

Thank you for your attention to this matter.

Sincerely,

[Your Name]