

Debt Settlement Update

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide an update regarding the negotiated debt settlement we discussed on [insert date of previous communication].

As of today, the total amount outstanding is [insert amount]. According to our agreement, I have made the following payments:

- [Insert Date] - [Insert Amount]
- [Insert Date] - [Insert Amount]

I am committed to fulfilling my obligations and am currently working on making the next scheduled payment of [insert amount] by [insert date]. Please confirm receipt of this update and let me know if there are any further actions required on my part.

Thank you for your understanding and support during this process. I look forward to your prompt response.

Sincerely,

[Your Name]