

Debt Acknowledgement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a written acknowledgment of the debt owed to me, amounting to [insert amount], which was incurred on [insert date].

Details of the debt are as follows:

- Debtor Name: [Insert Debtor's Name]
- Amount Owed: [Insert Amount]
- Date Incurred: [Insert Date]
- Payment Terms: [Insert Terms]

It is important for me to have this acknowledgment for my records. I would appreciate your prompt attention to this matter and would be grateful if you could provide the acknowledgement by [insert a specific date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]