

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Subject: Acknowledgment of Debt

Dear [Creditor's Name],

I am writing to formally acknowledge the outstanding debt I owe to you as detailed in the attached invoices. As of today, I recognize that the total amount due is [Amount Due].

Invoice Numbers:

- Invoice #[Invoice Number 1] - [Amount]
- Invoice #[Invoice Number 2] - [Amount]
- Invoice #[Invoice Number 3] - [Amount]

I understand that this amount is overdue, and I am committed to resolving this matter promptly. I plan to make a payment of [Proposed Amount] by [Proposed Payment Date].

Please let me know if this arrangement is acceptable or if we need to discuss alternative payment options.

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]