

Debt Acknowledgment Letter

Date: **[Insert Date]**

From: **[Your Name]**

Address: **[Your Address]**

City, State, Zip: **[Your City, State, Zip]**

Email: **[Your Email]**

Phone: **[Your Phone Number]**

To: **[Utility Company Name]**

Address: **[Utility Company Address]**

City, State, Zip: **[Utility Company City, State, Zip]**

Subject: Acknowledgment of Debt for Utility Bills

Dear **[Utility Company Name/Representative]**,

I am writing to formally acknowledge the debt I owe for my utility bills associated with account number **[Your Account Number]**. As of the date of this letter, the outstanding balance is **[Amount Due]**.

I understand my responsibility to pay this debt and am committed to resolving this matter promptly. Please feel free to contact me to discuss possible payment arrangements or to clarify any questions you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Name]