

Professional debt acknowledgment template

Subject: Acknowledgment of Outstanding Debt - Account #[Account Number]

Dear [Creditor Name],

I am writing to formally acknowledge the outstanding debt of \$[Amount] that I owe to [Company/Organization Name] as of [Date]. This debt originated from [Brief description of debt origin - loan, credit card, services, etc.] and has been outstanding since [Date].

I understand that this debt includes the principal amount of \$[Principal Amount], plus any applicable interest charges of \$[Interest Amount], and fees totaling \$[Fees Amount]. The current total outstanding balance is \$[Total Amount].

I acknowledge my responsibility for this debt and confirm that all information provided regarding this obligation is accurate to the best of my knowledge. I am committed to resolving this matter and request that you provide me with a detailed statement of account showing all transactions, payments, and charges related to this debt.

Please confirm receipt of this acknowledgment letter and provide any additional documentation you may require. I look forward to working with you to establish a mutually acceptable resolution plan.

Sincerely,

[Your Full Name]

[Your Address]

[Phone Number]

[Email Address]

[Date]

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