

## Informal debt confirmation message

Subject: Confirming my debt to you

Hi [Name],

I wanted to reach out and officially confirm that I owe you \$[Amount] from when [brief explanation of debt - borrowed money, split expenses, etc.]. I know it's been a while since we talked about this, and I wanted to make sure we're both on the same page about the amount.

Just to be clear, the debt is \$[Amount] and it was from [date/timeframe when debt occurred]. I haven't forgotten about this, and I'm working on getting it sorted out.

Could you let me know if this matches what you have on your end? If there's anything else I should know about or if you have any questions, just let me know.

Thanks for being patient with me on this.

Best,

[Your Name]

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