

Debt notification to involved parties

Subject: Notification of Debt Acknowledgment - [Description]

Dear [Relevant Party - co-signer, guarantor, family member],

I am writing to inform you of a debt situation that may affect you or require your attention. I have acknowledged a debt of \$[Amount] owed to [Creditor Name] for [Description of debt].

Your involvement in this matter stems from [Explanation - co-signed loan, joint account, guarantee agreement, etc.]. I wanted to notify you directly to ensure you are aware of the current status and my efforts to resolve this obligation.

Current status:

- Total amount owed: \$[Amount]
- My planned resolution: [Payment plan, settlement, etc.]
- Expected timeline: [Timeline for resolution]

I am taking full responsibility for resolving this debt and will keep you informed of any significant developments. If you have any questions or concerns about this matter, please don't hesitate to contact me.

I apologize for any inconvenience this situation may cause and appreciate your understanding as I work to resolve this matter promptly.

Sincerely,

[Your Name]

[Contact Information]

[Date]

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