[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: DEBT ACKNOWLEDGMENT NOTICE**

Dear [CONTACT NAME],

Our company acknowledges that the present balance owed to [YOUR COMPANY NAME] by the undersigned is [AMOUNT]; this amount is inclusive of all accrued interest and other permitted charges to date. We also acknowledge that there are no credits or set-offs against this account balance.

Kind Regards,

[NAME]

[TITLE]

[COMPANY NAME]

[CONTACT NUMBER]

[COMPANY EMAIL]