

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Billing Department]
[Company Name]
[Company Address]

Subject: Update on Debt Resolution Progress - Account #[Account Number]

Dear [Recipient Name],

I am writing to provide you with an update regarding the outstanding balance on the above-mentioned account. I am committed to resolving this debt and would like to inform you of the progress made toward full payment.

To date, I have successfully completed the following actions:

- [Action 1: e.g., Sent a partial payment of \$XXX on Date]
- [Action 2: e.g., Secured a new repayment schedule]
- [Action 3: e.g., Liquidated assets to cover the remaining balance]

The current status of the resolution is as follows: [Briefly describe current stage]. I anticipate that the next payment of [Amount] will be issued by [Date]. I expect the total balance to be settled in full no later than [Target Completion Date].

I appreciate your patience and cooperation as I work through this process. Please let me know if there is any additional documentation required to keep my account in good standing during this period.

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]