

Debt Confirmation Letter

A signed statement confirming the current position of an existing loan: the balance on a stated date and the payments made so far.

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1. Parties and loan reference

Identifies both parties and the original loan being confirmed.

2. Payment history summary

Summarises the total repaid so far, with dates of significant payments where helpful.

3. Confirmed balance

States the outstanding balance in numbers and words as of a specific date.

4. Terms remain in force

Confirms the original repayment terms and any interest continue to apply to the confirmed balance.

5. Corrections

Records any adjustments both sides agreed while reconciling the numbers.

6. No wider effect

Notes the letter confirms the existing debt and does not create a new loan or change the terms.

7. Signatures

Both parties sign and date, each keeping a copy.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

PREVIEW