Debt Acknowledgement Letter

UAE commercial debt | Editable reference template

Date
[DD Month YYYY]

Creditor
[Full legal name, address and trade licence number, if applicable]

Debtor
[Full legal name, address and trade licence number, if applicable]

Outstanding balance
AED [amount in figures and words] as at [balance date]

Debt reference
[Contract, invoice numbers and attached statement of account]

I, [name], acting [in my own capacity / as authorised representative of the debtor named above], acknowledge that the debtor owes the creditor the outstanding balance stated above in respect of the referenced transactions.

The debtor confirms that this balance reflects the payments and credits agreed as at the balance date.

The debtor confirms that payment is due on [existing agreed due date]. Any revised payment terms must be separately agreed in writing by the parties.

This letter records the existing debt and does not itself create a personal guarantee or replace the underlying agreement.

Debtor / authorised signatory: _____

Position and authority (if applicable): _____

Signature: _____ Date: _____

General commercial template only. Adapt to the transaction and obtain legal review where appropriate. This is not an official notarial form or an execution writ.