

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: Confirmation of Multi-Tier Debt Payment

Dear [Debtor Name],

This letter serves as formal confirmation that we have received your recent payment(s) toward your outstanding accounts. Below is the breakdown of how the funds have been applied across your multiple debt tiers:

Account Reference	Debt Tier/Category	Payment Amount	Remaining Balance
[Account #1]	[Tier 1 - e.g., Principal]	[\$[0.00]]	[\$[0.00]]
[Account #2]	[Tier 2 - e.g., Interest]	[\$[0.00]]	[\$[0.00]]
[Account #3]	[Tier 3 - e.g., Fees/Penalties]	[\$[0.00]]	[\$[0.00]]

Total Payment Received: \$[Total Amount]

Total Outstanding Balance: \$[Grand Total]

Please note that Tier 1 debts were prioritized for repayment according to our agreed-upon schedule. Your next payment of \$[Amount] is due on [Date].

If you have any questions regarding this allocation or your current balance, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]