

# Loan Forgiveness Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the forgiveness of my loan [Loan Number or Description] which I took out on [Loan Date]. Due to [briefly explain your circumstances], I am unable to repay the loan as originally agreed.

Throughout the duration of the loan, I have made every effort to stay on track with repayments. However, due to [additional explanation if necessary], my financial situation has changed significantly.

I genuinely appreciate the support you have provided during this time, and I hope to come to an amicable resolution regarding this matter. I kindly ask for your consideration of my request for loan forgiveness, which would greatly alleviate my current financial burden.

Thank you for your time and understanding. I look forward to your reply.

Sincerely,

[Your Name]