

Request for Debt Forgiveness

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request forgiveness for the outstanding debt I currently owe to [Company Name], account number [Account Number]. Due to [briefly explain your situation - e.g., financial hardship, medical issues, job loss], I have been unable to manage my debt as I had hoped.

After exploring various options, I am reaching out to request a reconsideration of my account, with the hope that you might consider forgiving a portion or all of my remaining debt. This would greatly alleviate my financial burden and allow me to focus on rebuilding my financial stability.

I appreciate your consideration of my request. I am willing to provide any documentation or further information needed to support my case. Thank you for your time, and I look forward to your positive response.

Sincerely,

[Your Name]