

# Business Debt Offset Application

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Business Debt Offset

I am writing to formally request a debt offset in relation to our outstanding balance of [amount owed] with your company. Due to [brief explanation of financial challenges], we believe that offsetting this debt against [any potential claims or assets that can be used for offset] would be a mutually beneficial arrangement.

We appreciate your consideration of this request and are keen to discuss potential solutions that could alleviate our current situation. Enclosed are the details of our financial position, including [any additional documents, financial statements, etc.].

Please let us know a suitable time for us to discuss this matter further. We value our partnership and are hopeful for a positive resolution.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]