

Debt Offset Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an offset regarding the outstanding debt of [Insert Amount] owed to [Insert Company/Organization Name] as per the agreement dated [Insert Agreement Date]. Due to [briefly explain the reason for the request], I kindly request that this debt be offset against [insert suggestion, e.g., a forthcoming payment or service].

I believe this approach will be mutually beneficial and would greatly appreciate your consideration. Please find attached any relevant documents supporting my request.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]