

Debt Waiver Agreement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a debt waiver for the outstanding amount owed to [Creditor's Name] in the amount of [Amount Owed]. Due to [brief explanation of circumstances, e.g., financial hardship, medical issues, etc.], I am unable to fulfill this financial obligation.

Given my situation, I kindly ask for your understanding and consideration in waiving this debt. I have included supporting documentation that outlines my current financial status for your review.

Thank you for considering my request. I would be grateful for any assistance you can provide during this difficult time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]