

Inquiry Letter for Exemption from Further Debt Interest

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's 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 an exemption from further interest charges on my current debt account with [Company/Organization Name].

Due to [briefly explain your circumstances, e.g., financial hardship, unexpected medical expenses], I am facing difficulties in managing my financial obligations. I believe that an exemption from additional interest would greatly assist me in stabilizing my situation and ensuring timely repayment of the principal amount.

I would appreciate your consideration of my request. Attached are the relevant documentation supporting my inquiry.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]