

# Debt Forgiveness Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the forgiveness of my outstanding debt with [Company's Name], account number [Account Number]. Due to [brief explanation of your circumstances, e.g., financial hardship, medical issues], I am currently unable to fulfill my financial obligations as agreed.

I have always valued my relationship with [Company's Name] and am truly regretful that it has come to this point. I am hopeful that you can consider my request for debt forgiveness, given my situation.

If necessary, I am willing to provide any documentation that may support my request. Thank you for considering my situation. I look forward to your understanding and hope to hear from you soon.

Sincerely,

[Your Name]