

Debt Forgiveness Confirmation Letter

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

This letter is to confirm that I have forgiven the debt owed to me by you in the amount of [Insert Amount] which was due on [Insert Due Date]. As of [Insert Date of Forgiveness], you are no longer required to repay this amount.

Please consider this letter as formal notice that the debt has been forgiven and that you are free from any further obligations regarding this amount.

Should you have any questions or require further clarification, feel free to reach out to me at your convenience.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]