

Debt Forgiveness Documentation Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request documentation regarding the forgiveness of my debt with [Company Name] related to account number [Account Number]. According to our previous communication, my debt was forgiven on [Date of Forgiveness].

To keep accurate records and for my own peace of mind, I kindly ask you to provide me with a formal statement confirming the forgiveness of this debt, including details of the amount forgiven and any relevant reference numbers.

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

Sincerely,

[Your Name]