

# Debt Forgiveness Review Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review of my account concerning the debt originally owed to [Company Name], identified by account number [Insert Account Number]. Due to [brief explanation of circumstances leading to financial difficulties], I am seeking your consideration for forgiveness of this debt.

In light of my current financial situation, I believe that addressing this matter will enable me to move forward positively. I have attached relevant documents that outline my financial circumstances for your review.

I appreciate your time in considering my request and look forward to your favorable response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Thank you for your understanding.

Sincerely,

[Your Name]