

Letter of Request for Partial Debt Forgiveness

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to formally request a consideration for partial debt forgiveness on my outstanding balance with your organization. My account number is [Account Number].

Due to [explanation of financial hardship, e.g., unexpected medical expenses, job loss, etc.], I am currently facing significant financial difficulties that make it challenging for me to meet my obligations fully. After reviewing my financial situation, I am seeking your understanding and support in easing this burden.

I would like to propose a partial forgiveness of my debt which would allow me to settle my account and alleviate my financial strain. I am committed to resolving this matter and am hopeful that we can reach an agreement that benefits both parties.

Thank you for considering my request. I appreciate your attention to this matter and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]