

Your Name

Your Address

City, State, ZIP Code

Email Address

Date

Creditor's Name

Creditor's Address

City, State, ZIP Code

Subject: Request for Account Forgiveness Due to Financial Hardship

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to formally request forgiveness of my outstanding balance on my account number [Your Account Number] due to my current financial hardship.

Over the past few months, I have encountered several unforeseen circumstances that have negatively impacted my financial situation, including [briefly explain your hardships, e.g., job loss, medical expenses, etc.]. As a result, I am unable to make the necessary payments on my account.

Understanding the importance of my obligations, I have explored various options to resolve my debts, but my situation remains unsustainable. I kindly ask for your understanding and support during this difficult time.

If possible, I would appreciate any reduction, cancellation, or alternative arrangement for my account balance. I believe this would provide me with a fresh start and allow me to manage my finances more effectively moving forward.

Thank you for considering my request. I am hopeful for a positive response and willing to discuss any possible solutions. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]