

Request for Account Balance Forgiveness

Date: [Insert Date]

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request forgiveness for the outstanding balance on my account, [Account Number], due to unforeseen personal circumstances that have significantly impacted my financial situation.

Unfortunately, [briefly explain personal circumstances, e.g., medical emergencies, job loss, etc.], has made it incredibly challenging for me to meet my financial obligations. I have always valued my relationship with your company and have made every effort to maintain my account in good standing.

Given my current situation, I kindly ask you to consider granting me forgiveness for the remaining balance. This gesture would greatly alleviate my financial burdens and allow me to focus on recovery and rebuilding my stability.

I appreciate your understanding and compassion in this matter. Thank you for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]