

Request for Financial Assistance and Account Forgiveness

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request financial assistance regarding my account with [Company/Organization Name], account number [Account Number]. Due to [briefly explain your situation, e.g., job loss, medical emergency], I am currently facing financial hardship and am unable to fulfill my financial obligations.

Given my current circumstances, I kindly ask that you consider my request for account forgiveness on the outstanding balance. I believe this would greatly alleviate my financial stress and help me to regain stability.

I am committed to resolving this matter and would appreciate any assistance or flexibility you can extend to me during this difficult time. I have attached [mention any relevant documents, e.g., financial statements, proof of hardship] to support my request.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]