

# Request for Account Forgiveness

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request account forgiveness due to my current financial difficulties. [Briefly explain your situation, e.g., loss of job, medical emergencies, etc.]. These circumstances have made it increasingly challenging for me to meet my financial obligations.

I have always valued my relationship with [Company's Name] and have been a loyal customer. However, I find myself in a position where I am unable to continue payments on my account. I am requesting your understanding and support in forgiving the balance on my account, as this would greatly assist me in rebuilding my financial stability.

I am willing to discuss any possible alternatives or partial forgiveness that can be offered. I appreciate your consideration of my request and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]