

Request for Hardship Account Forgiveness

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Company/Institution Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request consideration for hardship account forgiveness due to my current financial situation. I have been experiencing [briefly explain your hardship situation, e.g., unemployment, medical emergencies, etc.], which has made it challenging for me to meet my financial obligations.

Despite my best efforts to manage my finances, I am unable to fulfill my account obligations at this time. [Optional: Include any relevant documentation or details that support your case.] I believe that with some relief, I could stabilize my situation and work towards fulfilling my responsibilities moving forward.

I kindly ask for your understanding in this matter and for the consideration of forgiving my outstanding balance. I am hopeful that we can find a way to resolve this situation amicably.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]