

# Debt Waiver Letter

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the outstanding debt obligations owed to [Your Company/Your Name] by [Debtor's Name] in the amount of [Insert Amount].

After careful consideration of the current circumstances surrounding [Debtor's Name] and their financial status, we have decided to waive this small debt obligation. Our goal is to assist in easing the financial strain and to promote a positive resolution.

This decision is made without prejudice and is a goodwill gesture to support [Debtor's Name] during this challenging time. Please consider this letter as formal confirmation that the referenced debt has been waived in its entirety.

We appreciate your understanding and cooperation regarding this matter. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention and understanding.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company's Name]  
[Your Contact Information]