

# Official Waiver for Minor Debt Amounts

Date: [Insert Date]

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

Dear [Debtor's Name],

Subject: Waiver of Minor Debt

We are writing to formally acknowledge and waive the minor debt amount of [Insert Amount] owed by you to [Creditor's Name] as of [Insert Date]. After careful consideration, we have decided to forgive this amount due to its nature and in the interest of maintaining a positive relationship.

This waiver will release you from any further obligation concerning the stated debt. Please note that this decision is final and irrevocable.

Should you have any questions regarding this waiver, please feel free to reach out to us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

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