

Request for Forgiveness of Remaining Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request forgiveness of the remaining balance of my account number [Insert Account Number]. Due to unforeseen circumstances, including [briefly explain situation], I am unable to fulfill this financial obligation.

I have always valued my relationship with [Company/Organization Name], and I truly regret any inconvenience this situation may have caused. I kindly ask for your understanding and consideration of my request.

Thank you for taking the time to review my request. I look forward to your response.

Sincerely,

[Your Name]