

# Loan Payoff Proposal for Partial Forgiveness

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to propose an early payoff of my current loan, account number [insert account number], with a request for partial forgiveness of the remaining balance.

Due to [brief explanation of circumstances--e.g., financial hardship, unexpected expenses, etc.], I am seeking to resolve my loan obligation early and would like to discuss the possibility of forgiveness for a portion of the balance. I believe that this arrangement could benefit both parties.

I am prepared to make a lump sum payment of [insert amount] towards the loan and respectfully request that the remaining balance of [insert remaining amount] be forgiven. This proposal would allow me to settle my obligation while providing you with immediate funds.

I am looking forward to discussing this proposal further and hope we can reach an amicable agreement. Please feel free to contact me at your earliest convenience at [your phone number] or [your email address].

Thank you for considering my request.

Sincerely,

[Your Name]