

Payment Forgiveness Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for forgiveness on my payment obligations related to [specific payment or loan details] due to unexpected financial hardships that I have recently encountered.

Due to [briefly explain your unexpected expenses, e.g., medical emergencies, job loss, etc.], my financial situation has changed drastically. As a result, I am unable to meet my current payment obligations without facing severe hardship.

In light of these unforeseen circumstances, I kindly request your understanding and consideration for a temporary payment forgiveness or a possible modification of my payment plan. I believe this assistance will greatly help me regain my financial footing while maintaining goodwill in our agreement.

I appreciate your time and consideration in this matter. Please let me know if you require any additional documentation or information to assist in the review of my request. I look forward to your positive response.

Thank you very much for your understanding.

Sincerely,

[Your Name]