

Payment Forgiveness Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request forgiveness of my payment obligations due to my recent job loss. As you may know, I was employed at [Old Company Name] until [Last Working Date], and since then, I have been actively seeking employment but have faced significant challenges.

The loss of my job has put a financial strain on my ability to meet my payment commitments, and I am genuinely struggling to make ends meet. I kindly ask you to consider my situation and grant me forgiveness for the payments due, or at least provide a temporary suspension or reduction.

I would greatly appreciate the opportunity to discuss this matter with you further. Thank you for your understanding and consideration of my request.

Sincerely,

[Your Name]