

Payment Forgiveness Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Request for Payment Forgiveness Due to Housing Instability

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request forgiveness for my recent payments due to my current housing instability. Over the past few months, I have faced significant challenges that have severely impacted my financial situation.

As a result of [briefly explain your situation, e.g., job loss, medical issues, unforeseen expenses], I have been unable to meet my payment obligations. This has led to a substantial amount of stress and uncertainty regarding my housing situation.

I would like to provide any necessary documentation to support my request, including [list any relevant documents such as eviction notice, pay stubs, medical bills]. I am committed to resolving this situation and am actively seeking support through [mention any assistance programs or services you are utilizing].

I kindly ask for your understanding and support during this difficult time and hope to discuss potential options for payment forgiveness or a revised payment plan that could alleviate my burden.

Thank you very much for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]