

Payment Forgiveness Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request forgiveness for my outstanding payment due to significant financial hardship I am currently experiencing. Despite my best efforts to meet my financial obligations, I find myself in a situation where I am unable to make the payments as agreed.

Due to [briefly explain your situation, e.g., job loss, medical expenses, etc.], my financial stability has been severely impacted. I have attached relevant documents to support my request, including [list any documents, such as income statements, proof of unemployment, etc.].

I sincerely ask for your understanding and consideration regarding my circumstances. I would greatly appreciate any assistance you can provide in forgiving my payment or possibly offering an alternative solution.

Thank you for taking the time to consider my request. I look forward to your prompt response, and I am hopeful for a positive resolution.

Sincerely,

[Your Name]