

Payment Forgiveness Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request forgiveness for my outstanding payments due to severe financial difficulties caused by the COVID-19 pandemic.

As a result of [briefly explain your situation, e.g., loss of job, reduced income], I have been unable to meet my financial obligations. I have made every effort to manage my payments, but the ongoing impact of the pandemic has made it increasingly challenging.

I genuinely appreciate the support that your company has extended to its customers during these trying times and respectfully ask if you could consider forgiving my outstanding balance of [amount owed]. This would immensely relieve my financial burden and help me stabilize my situation.

Thank you for considering my request. I am hopeful for a positive resolution and look forward to your prompt response.

Sincerely,

[Your Name]