

# Letter of Submission for Business Debt Forgiveness

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Business Debt Forgiveness

I hope this message finds you well. I am writing to formally request the forgiveness of the outstanding debt owed by [Your Company Name] to [Recipient Company Name], totaling [Amount of Debt].

Due to [briefly explain the circumstances, such as financial hardship, loss of revenue, or other relevant factors], our company is currently facing significant challenges that hinder our ability to fulfill this obligation. We have explored various avenues, including cost-cutting measures and seeking additional funding, but unfortunately, these efforts have not sufficed.

We greatly value the relationship we have built with [Recipient Company Name] and remain committed to finding a resolution that benefits both parties. We are respectfully requesting that you consider forgiving the debt, which would provide us with a much-needed opportunity to recover and continue operations.

Thank you for considering our request. I am happy to discuss this matter further at your convenience and explore alternative arrangements that may be favorable.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]