

Application for Debt Forgiveness Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the debt forgiveness records for my account following the recent settlement completed on [Settlement Date]. My account number is [Account Number].

I would appreciate it if you could provide me with documentation that confirms the debt forgiveness and reflects the settled amount. This information is necessary for my personal records and future planning.

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

Sincerely,

[Your Name]