

# Request for Forgiveness of Account Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company 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 the outstanding balance on my account, which currently stands at [insert amount]. Due to [briefly explain circumstances leading to the balance, e.g., unforeseen financial hardship, medical expenses, etc.], I am unable to settle this amount at this time.

I have been a loyal customer for [insert duration] and have always strived to meet my financial obligations. I truly value the relationship I have built with [Company Name], and it is my hope that you will consider my request for forgiveness due to my current situation.

Thank you for your understanding and consideration. I would appreciate the opportunity to discuss this matter further. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]