

Debt Forgiveness Offer

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to formally offer you a debt forgiveness plan regarding your outstanding balance for the furniture purchased on [Purchase Date].

As of today, the total amount owed is [Total Amount Due]. We understand that financial difficulties can arise, and we are committed to working with our valued customers. To that end, we are willing to waive [Percentage or Amount] of your debt if paid in full by [Deadline Date]. This would leave you with a remaining balance of [New Amount].

If you choose to accept this offer, please contact us by [Contact Method] at your earliest convenience. Upon agreement, we will provide a written confirmation and any further instructions for payment.

Thank you for being a valued customer. We appreciate your prompt attention to this offer and look forward to resolving this matter in a way that benefits both parties.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]