

Request for Forgiveness of Antiquated Debt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the forgiveness of an antiquated debt associated with my account [insert account number or reference]. This debt dates back to [insert date], and I believe it no longer reflects my financial standing or current obligations.

Due to [briefly explain circumstances leading to the debt], I have faced significant challenges that have hindered my ability to settle this matter promptly. I kindly ask that you review my situation and consider granting forgiveness for this outdated debt.

I appreciate your understanding and assistance with this matter. Please let me know if you require any further information or documentation to support my request.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]