

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Organization]
[Organization's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Request for Debt Forgiveness
I hope this letter finds you well. I am writing to formally request the forgiveness of my outstanding debt with [Organization's Name], account number [Account Number].
Due to [briefly explain your circumstances, e.g., financial hardship, medical issues, loss of income], I have found it increasingly difficult to fulfill my financial obligations. Despite my best efforts to [mention any actions you've taken, such as making payments or seeking additional income], I am unable to repay the amount owed.
I am reaching out to explore the possibility of having this debt forgiven. I believe that this would not only provide significant relief for my current situation but also allow me to focus on rebuilding my finances and contributing positively to the community.
I greatly appreciate your understanding and consideration of my request. Please let me know if any further information is needed or if there are alternative options available.
Thank you for your time and support.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]