

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company 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 [Company/Organization Name], account number [Account Number].

Due to [briefly explain your circumstances, e.g., financial hardship, job loss, medical issues], I am facing significant challenges in repaying my debt. I have explored various options, and I am seeking your understanding and assistance in this matter.

I kindly ask you to consider my request for debt forgiveness. I believe that this would greatly alleviate my financial burdens and allow me to move forward positively.

Thank you for considering my request. I am hopeful for a favorable response and look forward to your understanding. Please feel free to reach out to me via [your phone number/email] for any further information or discussion.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]