

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss a matter that weighs heavily on my heart--our financial arrangement regarding the debt I owe you.

First and foremost, I want to express my sincere gratitude for your patience and understanding throughout this time. Your support has meant more to me than words can convey, and I appreciate the trust you've placed in me.

Given my current circumstances, I find myself in a position where I am unable to fulfill my financial obligations as originally planned. This has been a difficult realization for me, and I have explored various options to manage the situation responsibly.

After considerable thought and reflection, I humbly request your forgiveness of the outstanding debt I owe you. I understand this may come as a surprise, and I want to assure you that this request is not made lightly. I truly believe that, by letting go of this debt, we could foster a more positive and enriching relationship moving forward.

Please know that I am committed to being fully transparent about my situation and would be happy to discuss it further at your convenience. I value our relationship and sincerely hope we can turn this page together. Thank you for considering my request, and regardless of your decision, I am thankful for your support and understanding.

Warm regards,

[Your Name]