

[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 formally acknowledge the debt of [amount owed] that you owe me, originally due on [due date]. After careful consideration and in light of [reason for forgiveness, e.g., personal circumstances, goodwill, etc.], I have decided to forgive this debt in its entirety.

Please know that this decision comes from a place of understanding and compassion. I truly wish you the best and hope this will provide you with some relief.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your understanding, and I wish you continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]