

[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: Letter of Intention for Debt Forgiveness

I hope this letter finds you well. I am writing to formally express my intention to seek forgiveness for the debt I currently owe to [Creditor's Name/Company Name] in the amount of [specific amount].

Due to [briefly explain your circumstances, e.g., financial hardship, sudden unemployment, medical issues], I have encountered significant difficulties in fulfilling my financial obligations. This situation has placed a substantial burden on my ability to provide for myself and my family.

I understand my responsibility regarding the debt and have exhausted all possible options to manage this situation. However, despite my best efforts, I find myself in a position where I am unable to repay the amount owed.

With this letter, I respectfully request your consideration for debt forgiveness. I believe that this action would provide me with an opportunity for a fresh start and enable me to work towards regaining financial stability.

I sincerely appreciate your time and consideration regarding my request. I am hopeful for a favorable response and look forward to discussing any potential options you may have for my situation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: any relevant documentation, if applicable]