

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request assistance with debt forgiveness for my current financial situation. Due to [briefly explain your circumstances, e.g., unexpected medical expenses, loss of employment, significant decrease in income], I have found it increasingly difficult to manage my financial obligations. As a result, I am reaching out to explore potential debt forgiveness options that may be available to me.

I appreciate any assistance you can provide in this regard. Attached are relevant documents that support my situation, including [list any documents, e.g., income statements, medical bills, layoff notice]. Thank you for considering my request. I am hopeful for your support and look forward to your guidance on the available options.

Sincerely,  
[Your Name]