

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization 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 your consideration for forgiveness of my outstanding debt with [Organization Name/Account Number].

Due to [briefly explain your situation, e.g., financial hardship, medical issues, loss of employment], I have found it increasingly difficult to meet my financial obligations. Despite my best efforts to manage my finances, I am unable to pay off the remaining balance of [amount owed] at this time.

I would greatly appreciate any assistance you could provide regarding the forgiveness of this debt. I am committed to resolving my financial situation, and your support in this matter would make a significant difference.

Thank you for your time and understanding. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]