**DEBT FORGIVENESS LETTER [SAMPLE]**

**From:**

Lenny Stewart

Collection Agency Name, Inc

321 Creditor Blvd, Suite 10A

Plano, TX 75023

**To:**

Kirby Haworth

123 Debtor Drive

Indianapolis, IN 46225

Date: November 15th, 2025

**NOTICE: DEBT FORGIVEN IN-FULL**

Dear Mr. Stewart,

We are contacting you today regarding your debt in the amount of

Two-Hundred Fifty Dollars ($250.00) for the following:

Phone and internet bill originally issued on September 3rd, 2021.

Due to extenuating circumstances, combined with the amount of the debt you owe, we have taken it upon ourselves to completely **relieve you of this debt**.

As we have cancelled your debt, please accept any future attempts we make to collect a debt. Thank you for being a loyal customer of ours.

Sincerely,

(Sender Signature)

**Lenny Stewart**

Supervisor, Credit Collections