**DEBT FORGIVENESS LETTER**

From:

[ SENDER (CREDITOR) NAME ]

[ SENDER COMPANY ]

[ SENDER ADDRESS LINE 1 ]

[ SENDER ADDRESS LINE 2 ]

To:

[ RECIPIENT (DEBTOR) NAME ]

[ RECIPIENT COMPANY ]

[ RECIPIENT ADDRESS LINE 1 ]

[ RECIPIENT ADDRESS LINE 2 ]

Date: [ MM/DD/YYYY ]

**NOTICE: DEBT FORGIVEN IN-FULL**

Dear [ RECIPIENT (DEBTOR) NAME ],

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

[ AMOUNT OWED (IN WORDS) ] DOLLARS ($[ AMOUNT OWED (NUMERICALLY) ]) for the following: [ DESCRIBE REASON FOR DEBT ].

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)

[ SENDER (CREDITOR) NAME ]

[ SENDER (CREDITOR) TITLE ]