DEBT FORGIVENESS LETTER

Your Name

Your Address

Your City, State Zip Code

Your Phone Number

Your E-mail

Date

Name

Title

Organization

Address

City, State Zip Code

Respected Mr. /Ms. Last Name:

Re: Debt Forgiveness Letter

As you know, you owe us a total of $25,000, which you should have repaid three years ago. Our effort to compel you to repay the debt has yielded no viable fruits thus far.

In light of this, and considering the ongoing COVID-19 pandemic, we have taken it upon ourselves to relieve you of the debt fully. It is unlikely that we shall recover our money no matter how much we pursue you.

We have also decided to return the collateral we held in the lien, pending your full repayment of the amount owed. Many thanks for being a loyal customer to us.

We look forward also to transacting business with you.

Sincerely,

Signature (hard copy letter)

First Name

Last Name