DEBT FORGIVENESS LETTER

Subject: Debt Forgiveness Letter

Dear Mr. /Ms. Last Name:

[Name of Creditor Organization]

[Your name and address]

Creditor’s address]

[Date]

Account Number: [insert the account number linked to your debt here]

Dear Sir/Madam,

In consultation with your attorney, we have unanimously decided to cancel your outstanding $300 debt. This is because of the consistency with which you have serviced the $19,000 you borrowed from us two years ago.

On the same note, we would like to congratulate you on your consistency and promise to give you better deals in the future should you require any loan from us.

Having relieved you of your debt obligation, we also ask you to come and collect your motor vehicle logbook, which we took as a lien for the loan.

Kindly contact us via XXX-XXX-XXXX any weekday during the day time.

[Your full name]

Regards,

Your name