

## Template for Debt Cancellation Letter

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

[Creditor's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Re: Request for Debt Cancellation for Account Number [Your Account Number]

Dear [Creditor's Name],

I am writing to formally request the cancellation of the debt associated with my account number [Your Account Number]. Due to [briefly explain your reason, e.g., financial hardship, billing error, etc.], I find it impossible to continue payments.

I kindly request a review of my account under these circumstances and ask for an adjustment that reflects my current financial situation. Attached, you will find documentation supporting my claim and detailing my current financial status.

I am hopeful for a favorable response and am ready to discuss this matter at your earliest convenience. Please contact me via email or phone [your phone number].

Thank you for considering my request. I look forward to your swift response.

Sincerely,

[Your Name]