

**I'm not a robot!**



(Debtor) Your Name, address, and phone number

Date: This is the date you are sending the letter

(Creditor) Name of the person the letter is addressed to, company name, address, phone number:  
Always attempt to obtain the name of the person you are dealing with in terms of the debt you owe.

If you do not have a name, always attempt to find out who the letter should be addressed to, make it more personal.

Salutation: be professional, e.g. Dear XXXX, Mr., Mrs., Ms.

Body - Paragraph 1 - Introduction: introduce yourself, include details about the amount of debt and the debt contract or invoice if there is one.

Body - Paragraph 2 - Describe details of the debt: Include the original amount of the debt, the amount you have already paid, and the amount remaining outstanding.

Include details regarding your inability to repay your remaining debt under the current schedule and the reason why. Keep it positive and recognize that you owe this debt but cannot meet the repayment terms and describe your situation.

Body - Paragraph 3 - describe details of the debt proposal: Describe your request and the options you would be able to agree to. This can end up being a negotiation where you work out new terms for repayment. Several options include:

- Complete forgiveness
- New repayment plan
- Forgiveness of a portion of the debt, with a repayment plan for the remainder
- Forgiveness plan and whether the future business is to be considered

Closing: friendly yet professional closing e.g. I look forward to hearing from your company concerning this proposal.

Signature: Always sign the letter and keep a copy for your records.

## PUBLIC SERVICE LOAN FORGIVENESS: BASIC CHECKLIST

### 1. Find out what kind of student loans you have:

- Request a Personal Identification Number (PIN) from the Department of Education: [www.pin.ed.gov](http://www.pin.ed.gov)
- Use the PIN to look up your federal student loans in the National Student Loan Data System: [www.nslds.ed.gov](http://www.nslds.ed.gov)
- Check for commercial student loans, which will not appear in the National Student Loan Data System. Commercial loans are not eligible for forgiveness. [www.annualcreditreport.com](http://www.annualcreditreport.com)

### 2. Get your FFEL loans into Federal Direct by consolidating:

- You must consolidate or reconsolidate all your FFEL loans into Federal Direct if you want those loans to be eligible for forgiveness: <http://loanconsolidation.ed.gov>

### 3. Choose an eligible repayment plan:

- Choose an eligible repayment plan: Income-Based Repayment, Income Contingent Repayment, Standard 10-year Repayment.
- Beware - payments made on a "Standard" Repayment plan for a term of more than 10 years do not qualify towards forgiveness!

### 4. Make qualifying payments each month for 10 years while working in public service full-time:

- Check that your job qualifies. Your job qualifies if you work full-time for the government or a 501(c)(3) nonprofit organization.
- Work in public service for 10 years.
- Make 120 qualifying payments (once a month for 10 years) on your Federal Direct loans.

### 5. Apply for loan forgiveness:

- The Department of Education will develop a form to fill out and will require supporting documents.

There are many details and fine print. For an expanded checklist and more information, visit [www.equaljusticeworks.org](http://www.equaljusticeworks.org)

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Equal Justice Works provides this information for educational and informational purposes only, and it is not intended and should not be construed as legal advice.

## LOAN AGREEMENT

### ACKNOWLEDGEMENT OF DEBT

Entered into between:

\_\_\_\_\_  
("The Lender")

and

\_\_\_\_\_  
("The Borrower")

### 1. Amount of loan

The Lender hereby agrees to lend the sum of \_\_\_\_\_ to the Borrower on the terms set out hereunder.

### 2. Payment of loan to Borrower

It is agreed between the parties that payment of the loan amount will not be made to the Borrower before the expiry of three business days after the conclusion of the contract. During the said period of three business days the Borrower may terminate the contract at will. It is further agreed that the Lender shall not be entitled to interest for the period preceding the date upon which the money is paid to the Borrower.

### 3. Period of loan

This loan shall endure for a period of \_\_\_\_\_ months calculated from (date).  
(In order to claim exemption from the Usury Act 73 of 1968 this number may not exceed 36 months).

### 4. Interest

The Borrower shall be obliged to pay interest at the rate of \_\_\_\_\_ (percentage) per annum, such interest to be paid together with the capital sum of the loan at the end of the loan period.

Or

The Borrower shall be obliged to pay interest at the rate of \_\_\_\_\_ (percentage) per annum, the interest and capital to be paid in equal monthly instalments of \_\_\_\_\_.

### 5. Exceptio non numeratae pecuniae

The Borrower expressly renounces the benefits of the exceptio non numeratae pecuniae and confirms that he understands the meaning of this exception and the effect of its renunciation.

date \_\_\_\_\_  
year \_\_\_\_\_,  
our firm has contacted you in the past about your debt in the amount of \$ \_\_\_\_\_ for  
\_\_\_\_\_. Due to extenuating circumstances combined with the amount of the debt you

**OUR DEBT HAS BEEN FORGIVEN IN-FULL.**

As we have cancelled your debt, please accept our letters in the future when we attempt to collect a debt.  
Thank you for being a loyal customer of ours.

incredibly

## **DEBT FORGIVENESS LETTER**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Our firm has contacted you in the past about your debt in the amount of \$\_\_\_\_\_ for \_\_\_\_\_. Due to extenuating circumstances combined with the amount of the debt you owe, we have taken it upon ourselves to completely relieve

**YOUR DEBT HAS BEEN FORGIVEN IN-FULL.**

As we have cancelled your debt, please accept our letters in the future when we attempt to collect a debt. Thank you for being a loyal customer of ours.

2000-01

## Loan agreement template hong kong