

[Your Name/Business Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Date]

[Name of Contact Person/Lending Officer]

[Name of Lending Institution/Bank]

[Address]

[City, State, Zip Code]

**RE: Waiver of Deficiency Judgment - Loan Account Number: [Your Loan Number]**

Dear [Contact Person Name],

I am writing to formally request a waiver of the deficiency judgment regarding the outstanding balance on the above-referenced small business loan following the [liquidation/sale/foreclosure] of the collateral located at [Collateral Address or Description].

As you are aware, the proceeds from the sale of the assets were insufficient to cover the total remaining balance of the loan. However, due to significant financial hardship and the closure of my business, I do not have the financial capacity or assets to satisfy the remaining deficiency of \$[Amount].

I am proposing that [Name of Lending Institution] accepts the proceeds already received as full and final satisfaction of the debt and waives its right to pursue a deficiency judgment against [Business Name] and myself as the personal guarantor.

In exchange for this waiver, I agree to cooperate fully with any final documentation required to close this account and release all further claims against the lender. Attached, please find [mention any supporting documents, e.g., financial statements or hardship letter] for your review.

Please provide a written response confirming your agreement to waive the deficiency judgment by [Date]. Thank you for your time and consideration of this request.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title, e.g., Owner/President]