[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Subject: Response to Loan Forbearance Qualification Inquiry - Loan Account #[Account Number]

Dear [Borrower Name],

We are writing in response to your recent inquiry regarding your eligibility for a loan forbearance plan. After reviewing your account status and the information provided regarding your current financial hardship, we are pleased to inform you that you qualify for a temporary forbearance period.

Approved Forbearance Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Forbearance Type:** [Full Suspension / Reduced Payment]
- **Revised Monthly Amount:** [Amount, if applicable]

Terms and Conditions:

During this period, your requirement to make full monthly payments is temporarily suspended or reduced as noted above. Please be aware that interest will continue to accrue on your unpaid principal balance during the forbearance period. At the end of this term, you will be required to resolve the deferred amount through a repayment plan, loan modification, or deferral, depending on your eligibility at that time.

Next Steps:

Please sign and return the enclosed Forbearance Agreement by [Deadline Date] to formalize this arrangement. If we do not receive the signed document by this date, your account may remain subject to standard collection activities.

If your financial situation changes before the end of this period, please contact us immediately at [Phone Number] or [Email Address] to discuss your options.

Sincerely,

[Name of Representative]
[Title]
[Company Name]