[Date]

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

Re: Loan Number [Insert Loan Number] - Commercial Property Forbearance Inquiry

Dear [Borrower Name],

We have received your inquiry regarding a potential loan forbearance for the commercial property located at [Property Address].

To evaluate your qualification for a forbearance agreement, please provide the following documentation for our review:

- A written hardship letter explaining the specific circumstances impacting your ability to make payments.
- Current Year-to-Date (YTD) Profit and Loss Statement and Balance Sheet.
- A current Rent Roll for the property, including occupancy status and delinquency report.
- Copies of your two most recent federal tax returns (business and personal guarantors).
- A 12-month cash flow projection for the property.

Please submit these documents to [Department Name/Email Address] by [Deadline Date].

Upon receipt and review of the complete package, we will contact you to discuss available options. Please note that this inquiry does not constitute an agreement to modify your loan or waive any current payment obligations.

Sincerely,

[Sender Name]
[Title]
[Lending Institution Name]