

[Company Name]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Re: Loan Number: [Loan Number]
Subject: Response to Inquiry Regarding Disaster Forbearance Qualification

Dear [Borrower Name],

We have received your inquiry regarding loan forbearance options following the recent natural disaster: [Name of Disaster/Event]. We understand this is a difficult time, and we are committed to assisting you with your financial obligations.

To determine your eligibility for a disaster-related forbearance plan, we require further information regarding the impact on your property and your financial situation. Please review the following qualification requirements:

- The mortgaged property or your primary place of employment must be located within a federally or state-declared disaster area.
- You must demonstrate that your ability to make scheduled monthly payments has been directly or indirectly impacted by the disaster.
- You must provide any relevant documentation, such as insurance claims, repair estimates, or proof of temporary unemployment if requested.

To move forward with the assessment, please complete the enclosed Disaster Assistance Application and return it to us via [Email/Fax/Mail] by [Deadline Date]. Once we receive your completed application and supporting documents, we will review your file and notify you of our decision within [Number] business days.

If you have any immediate questions or need assistance completing the forms, please contact our Disaster Relief Team at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Sender Name]
[Title]
[Company Name]

Enclosure: Disaster Assistance Application Form