

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Lender/Company Name]
[Attn: Loss Mitigation Department]
[Lender Address]
[City, State, Zip Code]

RE: Request for Temporary Payment Suspension (Forbearance)

Account Number: [Your Account Number]

Dear [Contact Person or Department Name],

I am writing to formally request a temporary suspension of my monthly payments for the above-referenced account. I am currently experiencing financial hardship due to [mention reason, e.g., job loss, medical emergency, or natural disaster], which has impacted my ability to meet my financial obligations.

I am requesting a forbearance period of [number] months, beginning on [Start Date] and ending on [End Date]. During this time, I intend to stabilize my financial situation so that I may resume regular payments.

I understand that interest may continue to accrue during this period and that I will remain responsible for the total balance of the loan. I am committed to resolving this debt and would like to discuss how the suspended payments will be handled at the end of the forbearance period (e.g., repayment plan, extension of loan term, or deferral).

Attached please find supporting documentation regarding my current financial status. I look forward to receiving written confirmation of your approval of this request and the specific terms of the agreement.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]