

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

[Date]

[Loan Servicer Name]  
[Loss Mitigation Department]  
[Servicer Address]  
[City, State, Zip Code]

**RE: FHA Loss Mitigation Application Request**

**FHA Case Number:** [Your FHA Case Number]

**Loan Number:** [Your Loan Number]

Dear Loss Mitigation Department,

I am writing this letter to formally request a Loss Mitigation Application package. I am currently experiencing a financial hardship and am concerned about my ability to maintain my mortgage payments. I would like to be evaluated for all available FHA loss mitigation options, including but not limited to a Loan Modification, Partial Claim, or Formal Forbearance Plan.

My financial hardship is due to: [Briefly mention reason, e.g., job loss, medical emergency, reduction in hours].

I am committed to keeping my home and would like to begin the review process as soon as possible. Please send the necessary application forms and a list of required supporting documentation (such as pay stubs, tax returns, and bank statements) to my mailing address listed above.

Please acknowledge receipt of this request and provide a timeline for when I can expect to receive the application materials.

Thank you for your time and assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]