

Date: [Insert Date]

Subject: Important Options Regarding Your Mortgage Payments

Dear [Borrower Name],

We understand that you may be experiencing financial hardship that makes it difficult to keep up with your monthly mortgage payments. [Lender Name] is committed to helping you find a solution to stay in your home.

We are writing to offer you the opportunity to apply for a **Forbearance Plan**. A forbearance plan allows you to temporarily pause or reduce your mortgage payments for a specific period while you regain financial stability.

How a Forbearance Plan Works:

- Payments are temporarily suspended or reduced for an agreed-upon timeframe.
- Late fees will not be charged during the active forbearance period.
- Credit reporting may be impacted depending on current federal regulations and your specific loan type.
- **Please Note:** Forbearance is not debt forgiveness. The missed payments must be repaid in the future through a repayment plan, loan modification, or deferral.

How to Apply:

To see if you qualify, please complete the following steps by [Deadline Date]:

1. Contact our Loss Mitigation Department at [Phone Number].
2. Visit our website at [Website URL] to submit an online request.
3. Return the enclosed Hardship Affidavit and income documentation via the provided envelope.

If you have already regained your financial footing and can resume normal payments, please contact us immediately to discuss your transition out of delinquency.

Sincerely,

[Name/Department]

[Lender Name]

[Contact Information]