

**Date:** [Insert Date]

**Loan Number:** [Insert Loan Number]

**Subject:** Approval of Forbearance Plan Request

Dear [Borrower Name(s)],

We have completed the evaluation of your request for mortgage assistance. We are pleased to inform you that your request for a Forbearance Plan has been approved.

**Plan Details:**

- **Forbearance Period:** [Number of Months] months
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Reduced Monthly Payment:** \$[Insert Amount] (Includes principal, interest, taxes, and insurance, if applicable)

**Terms of Agreement:**

During this period, your monthly mortgage payments will be reduced or suspended to provide temporary financial relief. Please be aware of the following:

- Interest will continue to accrue on your unpaid principal balance during the forbearance period.
- This plan is a temporary delay of payments and does not waive any debt.
- At the end of the forbearance period, you must contact us to discuss permanent repayment options, such as a loan modification, repayment plan, or deferral.

**Next Steps:**

To accept this plan, please sign the enclosed copy of this letter and return it to us by [Insert Deadline Date]. Your first reduced payment is due on [Insert First Payment Due Date].

If you have any questions, please contact our Homeownership Preservation Department at [Insert Phone Number] between the hours of [Insert Hours of Operation].

Sincerely,

[Sender Name/Department]  
[Company Name]

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**Borrower Acceptance:**

I/We agree to the terms of the Forbearance Plan outlined above.

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Borrower Signature / Date

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Co-Borrower Signature / Date