

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

[Date]

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

**RE: Mortgage Assistance Application Request**

Loan Number: [Your Loan Number]

To Whom It May Concern,

I am writing to formally request a mortgage assistance application packet. I am currently experiencing financial hardship and am concerned about my ability to continue making my monthly mortgage payments on time.

The reason for my financial difficulty is: [Briefly mention reason, e.g., job loss, medical emergency, or reduction in hours].

I am committed to keeping my home and would like to be evaluated for all available loss mitigation options, such as a loan modification, forbearance, or repayment plan. Please send the necessary application forms and a list of required documentation to my mailing address listed above.

Thank you for your prompt attention to this matter. I look forward to receiving the application so I can begin the review process immediately.

Sincerely,

[Your Signature]

[Your Printed Name]