

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: Notice of Forbearance Period Effective Dates

Account Number: [Account Number]

Dear [Borrower Name],

This letter serves as official confirmation regarding the forbearance agreement for your account. Please find the specific effective dates and terms of your forbearance period outlined below:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Duration:** [Number of Months] months

During this period, your required monthly payments will be [suspended / reduced to \$Amount]. Please be advised that interest will continue to accrue on your principal balance during this time according to the terms of your original agreement.

Before the forbearance period expires on [End Date], a representative will contact you to discuss repayment options, including potential extensions, deferments, or loan modifications. You may also contact our customer service department at [Phone Number] at any time to resume regular payments or discuss your financial situation.

Please retain this document for your records.

Sincerely,

[Name of Sender]

[Title]

[Company Name]