

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Borrower Name]  
[Borrower Address]  
[City, State, Zip Code]

**Subject: Notice of Forbearance Plan Approval**

Dear [Borrower Name],

We are writing to inform you that your request for a mortgage forbearance plan has been approved for the loan account ending in [Last 4 Digits of Loan Number]. This plan is designed to provide temporary financial relief during your current hardship.

**Plan Details:**

- **Forbearance Period:** [Start Date] to [End Date]
- **Reduced/Suspended Payment Amount:** \$[Amount]
- **Payment Due Date:** [Day] of each month

**Terms and Conditions:**

During this period, your obligation to make full monthly payments is temporarily suspended or reduced. Please note that interest will continue to accrue on the unpaid principal balance as per the terms of your original promissory note.

**Next Steps:**

Prior to the end of your forbearance period, we will contact you to discuss your financial situation and determine the appropriate long-term solution. Options may include a repayment plan, loan modification, or payment extension (deferral). You are not required to pay back the total skipped amount in a single "lump sum" unless you choose to do so.

If your financial situation improves before the end of this plan, you may resume full payments or make partial payments at any time to reduce the total amount owed.

If you have any questions, please contact our Loss Mitigation Department at [Phone Number].

Sincerely,

[Name/Department]  
[Company Name]