

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

[Date]

[Lender or Loan Servicer Name]
[Department Name, if applicable]
[Address]
[City, State, Zip Code]

Re: Hardship Forbearance Request for Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request a temporary hardship forbearance regarding my loan payments. I am currently experiencing financial difficulties due to involuntary unemployment, which began on [Date of Unemployment].

Due to this change in my financial situation, I am unable to meet my full monthly payment obligations at this time. I am actively seeking new employment and anticipate this to be a temporary situation. I am requesting a forbearance period of [Number of Months, e.g., 3 or 6] months to allow me to stabilize my finances.

Enclosed with this letter, please find documentation regarding my unemployment, including [List documents, e.g., Unemployment Insurance Approval, Termination Letter, or Pay Stubs].

I am committed to fulfilling my financial obligations and would appreciate your assistance in processing this request to avoid delinquency. Please let me know if there are additional forms I need to complete or further information required to review my case.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]