

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

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

**RE: Request for Extension of Unemployment Hardship Forbearance**  
**Account Number: [Your Account Number]**

Dear Customer Service Department,

I am writing to formally request an extension of the unemployment hardship forbearance currently active on my account. My current forbearance period is scheduled to expire on [Current Expiration Date].

Unfortunately, despite my active search for new employment, I remain unemployed and continue to face significant financial hardship. Because I have not yet secured a steady income, I am unable to resume my regular monthly payments at this time.

I am requesting an extension of [Number of Months, e.g., 3 or 6] months. I have attached updated documentation regarding my unemployment status, including [mention documents, such as unemployment benefit statements or job search logs].

I am committed to fulfilling my financial obligations and intend to resume payments as soon as I secure employment. Please let me know if there are additional forms I need to complete or further information required to process this request.

Thank you for your time and for considering my request for continued assistance during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]