

Date: [Insert Date]

Borrower Name: [Insert Borrower Name]

Account Number: [Insert Account Number]

Property/Collateral Address: [Insert Address, if applicable]

Dear [Insert Borrower Name],

We are pleased to inform you that [Insert Lender Name] has approved your request for a loan modification and payment deferral. This offer is designed to assist you in managing your financial obligations by adjusting the terms of your existing loan.

Proposed Modification Terms:

- **New Principal Balance:** \$[Insert Amount]
- **New Interest Rate:** [Insert Percentage]%
- **Modified Monthly Payment:** \$[Insert Amount]
- **New Maturity Date:** [Insert Date]

Deferral Details:

Your payments for the period beginning [Start Date] and ending [End Date] will be deferred. These deferred payments, totaling \$[Insert Total Deferred Amount], will be moved to the end of the loan term as a non-interest-bearing balloon payment due upon the maturity date, sale of the property, or refinance of the loan.

Conditions of Acceptance:

To accept this offer, you must sign and return the enclosed documents by [Insert Deadline Date]. Please continue to make your current scheduled payments until you receive written confirmation that the modification has been fully executed.

If you have any questions regarding these terms, please contact our Loan Servicing Department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Insert Lender Name]

Acknowledgment and Acceptance

I/We hereby accept the terms of the Loan Modification and Deferral Offer as outlined above.

Borrower Signature

Date