

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Account Number]

[Date]

[Lender/Service Name]
[Lender/Service Address]

Subject: Request for COVID-19 Hardship Forbearance Extension

Dear Customer Service Department,

I am writing to formally request an extension of my current COVID-19 hardship forbearance for my account [Account Number]. My existing forbearance period is scheduled to expire on [Current Expiration Date].

I am still experiencing financial hardship directly related to the COVID-19 pandemic. Due to [briefly mention reason: e.g., continued unemployment, reduced hours, or medical expenses], I am currently unable to resume my regular monthly payments.

I would like to request an extension of [Number of Months, e.g., 3 or 6] months. I intend to resume payments as soon as my financial situation stabilizes.

Please review my request and provide written confirmation of the new expiration date and the terms of this extension. If you require any additional documentation regarding my financial status, please let me know.

Thank you for your assistance and understanding during this time.

Sincerely,

[Your Signature]

[Your Printed Name]