

**Date:** [Insert Date]

**Recipient Name:** [Borrower Name]

**Property Address:** [Property Address]

**Loan Number:** [Loan Number]

# **Subject: Approval of Pandemic Relief Mortgage Extension**

Dear [Borrower Name],

We are writing to inform you that your request for a mortgage extension under our Pandemic Relief Program has been approved. We understand the financial challenges caused by the ongoing global health crisis and are committed to supporting you during this time.

## **Extension Terms:**

- **Extension Period:** [Number of Months] months
- **New Maturity Date:** [Insert Date]
- **Next Payment Due Date:** [Insert Date]

During this extension period, your monthly principal and interest payments will be deferred. Please note that interest may continue to accrue on your outstanding balance according to the terms of your original loan agreement. This extension does not waive any payments; instead, it moves the deferred payments to the end of your loan term.

## **Required Actions:**

Please review the enclosed Modification Agreement. To finalize this extension, you must sign the document and return it to us via [Email/Mail/Portal] by [Deadline Date].

If you have any questions regarding your account or the terms of this extension, please contact our Pandemic Relief Team at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Name of Official]

[Lending Institution Name]