

[Your Full Name]  
[Service Member ID / Last 4 of SSN]  
[Current Mailing Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Financial Institution / Lender Name]  
[Department Name, e.g., Servicing Department]  
[Lender Address]  
[City, State, Zip Code]

**RE: Request for Forbearance and Documentation Submission - Account Number: [Your Account Number]**

To Whom It May Concern,

I am writing to formally request a forbearance on my account due to my active duty military service, in accordance with the Servicemembers Civil Relief Act (SCRA) and any applicable institutional policies.

I am currently serving on active duty with the [Branch of Military, e.g., U.S. Army]. My period of active duty began on [Start Date] and is expected to conclude on or about [End Date].

As required, I have enclosed the following documentation to support this request:

- A copy of my official military orders.
- A formal letter from my commanding officer verifying my active duty status.
- [Optional: Any additional supporting financial documentation].

Please review these documents and apply the appropriate forbearance to my account effective [Requested Start Date]. Please provide written confirmation once this request has been processed and inform me of the updated terms of my repayment schedule.

Thank you for your time and for your support of our service members. If you require any further information, please contact me at the phone number or email address listed above.

Sincerely,

[Signature]

[Your Printed Name]  
[Rank/Grade]