

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

[Date]

[Lender/Bank Name]
[Department Name, if applicable]
[Address]
[City, State, Zip Code]

Re: Account Closure and Request for Hardship Forbearance
Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to formally notify you of a financial hardship that has significantly impacted my ability to meet my current financial obligations. Due to [briefly state reason, e.g., medical emergency, job loss, or family crisis], I am unable to maintain my account payments as scheduled.

Because of this involuntary situation, I am requesting that you close my account to prevent any further charges, interest accrual, or penalty fees. Additionally, I am requesting a hardship forbearance period of [number] months to allow me time to stabilize my finances.

During this period, I am requesting the following:

- A temporary suspension or reduction of monthly payments.
- A waiver of late fees and over-limit charges.
- A stop to any negative reporting to credit bureaus while the forbearance is in effect.

I am committed to resolving this balance and would like to discuss a manageable repayment plan once the forbearance period concludes. Please let me know what documentation is required to process this request.

Thank you for your understanding and cooperation regarding this matter. I look forward to your written response.

Sincerely,

[Your Signature]

[Your Printed Name]