

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Lender's Name]**

[Lender's Address]

[City, State, Zip Code]

**Subject: Request for Forbearance on Loan Repayments**

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request forbearance on my loan repayments due to my current unemployment situation. My loan account number is [Loan Account Number].

Since [Date of Unemployment], I have been actively seeking new employment but have faced various challenges in securing a position. As a result, I am experiencing financial hardship, making it difficult to meet my loan repayment obligations.

I kindly ask for your understanding and consideration in granting a temporary forbearance period of [desired forbearance duration, e.g., 3 months]. This would greatly assist me during this difficult time and allow me to focus on finding new employment without the added stress of loan repayments.

Thank you for considering my request. I hope to hear from you soon and remain committed to fulfilling my obligations as soon as my circumstances improve.

Sincerely,

[Your Name]