

# Loan Forbearance Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name or Customer Service],

I am writing to formally request a complete loan forbearance for my loan account number [Insert Loan Account Number]. Due to [briefly explain your situation, e.g., financial hardship, medical issues, job loss], I am unable to make my scheduled payments.

I kindly ask for your consideration of my request for forbearance from [start date] to [end date]. Enclosed are the necessary documents to support my request, including [list any attached documents, e.g., pay stubs, bank statements].

If you require any additional information or documentation, please do not hesitate to contact me at [your phone number] or [your email address]. I appreciate your understanding and assistance during this challenging time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]