**LETTER TEMPLATE**

**MORTGAGE HARDSHIP LETTER**

**[Name]**

**[Address]**

**[Phone #]**

**[Date]**

Dear **[mortgage lender]**:

I have had **[paused/reduced]** mortgage payments for the past six months under the financial hardship forbearance as allowed by **[Federal Agency]** due to the impacts of coronavirus.

I now write to request **[initial three-month extension/additional extension]**. Your records will confirm that my initial forbearance was received on **[date]**. My loan number is **[number]**.

Thank you for your assistance in this matter. Please confirm that the extension of my **[paused/reduced]** paymentshas been processed.

Sincerely,

**[Name]**