**LETTER TEMPLATE**

**MORTGAGE HARDSHIP LETTER COVID**

**[Name]**

**[Address]**

**[Phone #]**

**[Date]**

Dear **[mortgage lender]**:

I am writing to request forbearance due to financial hardship related to coronavirus. I would like to **[pause/reduce]** my payments.

As my mortgage is backed by **[Federal Agency]**, I have the right to paused or reduced payments for up to six months. I’d like to **[pause/reduce]** payments for **[time period]**. My loan number is **[number]**.

Thank you for your assistance in this matter. Please send confirmation that my request has been processed and approved.

Sincerely,

**[Name]**