

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

[Recipient's Name]  
[Recipient's Title]  
[Organization/Company Name]  
[Organization Address]  
[City, State, ZIP Code]

Subject: Request for FHA Loan Forgiveness

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request forgiveness for my FHA loan, account number [Your Loan Account Number]. Due to [briefly explain your circumstances, e.g., financial hardship, medical issues, job loss], I am unable to continue making payments.

I have made every effort to stay current on my payments; however, [explain why you can no longer make payments]. I believe that my situation meets the criteria for loan forgiveness under [mention any relevant programs or guidelines, if applicable].

Attached to this letter are [list any supporting documents you are including, such as financial statements, medical records, or hardship letters]. I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your understanding and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]