

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization/Agency Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to request your support for my application for FHA loan forgiveness. My FHA loan number is [Loan Number], and I have been experiencing [describe your situation - financial hardship, job loss, etc.], which has made it increasingly difficult for me to meet my loan obligations.

I have made every effort to keep up with my payments, but [provide additional details about your circumstances, including any supporting evidence such as job loss documentation, medical bills, etc.]. I believe that my situation qualifies for loan forgiveness under the FHA's guidelines due to [mention any specific eligibility criteria that apply]. I am committed to resolving my financial issues and have taken steps such as [mention any actions taken like budget adjustments, seeking employment, etc.]. However, I am seeking your assistance in this matter because [explain the importance of loan forgiveness for your situation]. I appreciate your consideration of my application and would be grateful for any assistance you can provide. Please find attached [list any documents you are including with your letter, such as proof of hardship, payment history, etc.].

Thank you for your time and attention. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]