

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for FHA Loan Forgiveness

I hope this letter finds you well. I am writing to formally request consideration for forgiveness of my FHA loan [Loan Number], which I obtained on [Loan Date]. Due to [briefly explain your circumstances, e.g., financial hardship, medical issues, job loss], I have faced significant challenges that have hindered my ability to meet the repayment terms of this loan.

During this time, I have made every effort to keep my payments up to date. However, the ongoing difficulties have made it impossible for me to continue making the required payments without further jeopardizing my financial situation.

I kindly ask for your support and understanding in this matter and hope that you can assist me in obtaining forgiveness for this loan. I am enclosing documentation that outlines my current financial circumstances and any other relevant information.

Thank you for considering my request. I appreciate your time and assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]