

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request forgiveness of my FHA loan under the applicable guidelines.

Loan Details:

- Loan Number: [Your Loan Number]
- Property Address: [Property Address]
- Borrower Name: [Your Name]

I have encountered [briefly explain the circumstances that led to your request for forgiveness, e.g., financial hardship, unexpected life events, etc.]. As a result, I am unable to continue making payments on the loan.

[Explain any relevant supporting information, such as your attempts to modify the loan, any applicable documentation, etc.].

I respectfully request a review of my situation and consideration for forgiveness of the remaining balance of my FHA loan.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]