

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

[Recipient's Name]
[Recipient's Title]
[Company/Bank Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for FHA Loan Forgiveness

I hope this letter finds you well. I am writing to formally express my intent regarding the potential forgiveness of my FHA loan, [Loan Number]. Due to [briefly explain your circumstances, e.g., financial hardship, loss of employment, medical issues], I have experienced significant challenges in meeting my mortgage obligations. My situation has led me to seek assistance with the forgiveness of my outstanding FHA loan.

I have actively pursued options to stabilize my financial situation and have [mention any steps taken, e.g., sought employment, enrolled in financial counseling, completed a hardship plan]. I believe that forgiving a portion of my loan would not only aid in my recovery but also benefit [Company/Bank Name] by preventing foreclosure and maintaining a positive relationship with your institution.

I kindly request a review of my case and the possibility of discussing the terms of forgiveness. I am more than willing to provide any necessary documentation to support my request.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,
[Your Name]