

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

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

Dear [Recipient's Name],

I am writing to formally request forgiveness for my Federal Housing Administration (FHA) loan [Loan Number] under the applicable program guidelines. I have encountered unforeseen financial hardships that have significantly impacted my ability to maintain my loan payments.

[Briefly describe your financial situation and the reasons for the request, such as job loss, medical expenses, etc.]

I have made every effort to meet my financial obligations; however, [explain any specific challenges, including any steps you've taken to mitigate them].

I am committed to resolving this matter and hope to work together to find a suitable solution. I appreciate your understanding and consideration of my request for FHA loan forgiveness.

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

Sincerely,
[Your Name]