

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Institution's Name]
[Address]
[City, State, Zip Code]

Subject: Request for Loan Damage Forgiveness

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request loan damage forgiveness concerning my account ([Account Number/Loan ID]) due to [briefly explain the situation that caused the damage, e.g., unforeseen financial hardship, natural disaster, etc.].

The specific details of my situation are as follows:

1. **Overview of the Situation**:

- [Provide a brief overview of the circumstances leading to the financial distress.]

2. **Impact on Financial Stability**:

- [Explain how this situation has specifically impacted your ability to repay the loan.]

3. **Supporting Documentation**:

- [List any attached documents, such as financial statements, insurance claims, police reports, etc., to support your case.]

4. **Request for Forgiveness**:

- [Clearly state your request for loan damage forgiveness and any specific terms or conditions you are seeking.]

I am committed to resolving my financial obligations and hope to find a solution that works for both parties. I appreciate your understanding and assistance in this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]