

[Law Firm Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

[Address]

[City, State, Zip Code]

Re: Proposal for Forbearance Agreement - [Client Name] / [Account/Loan Number]

Dear [Recipient Name],

This law firm represents [Client Name] ("Client") regarding the outstanding obligations owed to [Creditor Name] under the [Agreement Name/Loan Agreement] dated [Date].

Our Client is currently experiencing temporary financial hardship due to [Briefly State Reason, e.g., market fluctuations/operational disruptions]. While our Client remains committed to fulfilling their contractual obligations, they require a period of stability to reorganize their finances.

On behalf of our Client, we formally propose a Forbearance Resolution under the following terms:

- **Forbearance Period:** A period of [Number] months, commencing on [Start Date] and ending on [End Date].
- **Payment Terms:** During this period, the Client proposes to pay [Reduced Amount/Interest Only] in monthly installments of [Amount].
- **Moratorium on Collection:** [Creditor Name] shall refrain from initiating or continuing any legal action, foreclosure, or acceleration of the debt during the Forbearance Period.
- **Compliance:** The Client will provide [Financial Statements/Reports] every [Number] days to demonstrate ongoing efforts toward full reinstatement.

Our Client believes that this arrangement is in the best interest of both parties, as it avoids the costs of litigation and maximizes the likelihood of full recovery. At the conclusion of the Forbearance Period, our Client intends to [State Exit Strategy, e.g., resume regular payments/refinance the debt].

Please review this proposal with your legal counsel. We are available to discuss these terms further or to review a draft Forbearance Agreement prepared by your office. We look forward to reaching a mutually beneficial resolution.

Sincerely,

[Attorney Name]
[Law Firm Name]

cc: [Client Name]