

To: "X" Mortgage Company (EXAMPLE - HARDSHIP LETTER)

From: John and Jane Smith
1234 Current Lane
Seattle, WA 98110
Loan Number: 1234567890

Date: _____

Re: Request for Repayment Plan

Dear "X" Mortgage Company,

As you know, we missed our mortgage payments for February, March and April. This was due to my job loss with Continental Trucking in December. Even though I received unemployment, it was not enough to cover our bills. I have since found a job at Transatlantic Freight. I started working there in on May 15th and will receive my first check in June. We are now able to begin making our mortgage payments once again.

While we have not been making full payments for the last few months, we have set aside what funds we could to help us get back on track. We have \$ XX available immediately in the form of a cashier's check. **[NOTE: It is extremely important that you are honest with your lender about how much you have and when you will have it. You do not want to be frantically searching for money and risk being rejected for a workout plan if they ask for money before you actually have it.]** This could be used as a down payment or to pay necessary fees and costs.

We would like to propose **[for example]** a repayment plan of a payment and a half, with due dates tied to receiving my first paycheck of each month. We will make a payment and a half until we have brought the mortgage current. If possible, we would like to negotiate with you to forgive our late fees, or at least to discontinue assessing additional late fees while we are on this payment plan.

We want to stress that we are committed to keeping our home. We have never been delinquent before, and want to do whatever we can to put together a workable repayment plan. Thank you in advance for your consideration of this repayment plan. We look forward to talking to you to work out the details of this repayment plan. You may reach us at (206) 123-4567 our housing counselor Sue Jones at (206) 234-5678.

Sincerely,

John Smith

Jane Smith