**{Your Name}**  
**{Your Address}**  
**{Address Continued}**  
**{Your Phone Number}**

**{Mortgage Company Name}**  
ATTN: **{appropriate department}**  
**{Address}**  
**{Address Continued}**

**{Date}**

RE: loan modification for **{Name}**

To Whom It May Concern:

I am writing this letter in support for my loan modification plan for the **{mortgage, loan, etc.}** on the **{home, car, etc.}** located at **{address}**. My intention is to stay in my home, and my hope is that the loan modification will allow me to get my loan in order and back on the right path.

I have been unable to pay my mortgage payments on time due to **{explanation of the reasons you are experiencing hardship; be specific}**.

I have attached the appropriate financial documents, including **{list of documents}**, which should illustrate to you how serious my situation has become.

I hope that we can work together, and quickly, to modify this loan so that I may begin to make the payments again as soon as possible.

Sincerely,

**{Sender Name}**