10/16/2013 **[Date]**

John Doe **[Name of Loss Mitigation Specialist]**

Big House Mortgage **[Name of Mortgage Lender]**

123 Lake Drive **[Address of Mortgage Lender]**

Jacksonvillle, FL 32233

RE: John Smith **[Name of Borrower]**111 Sample Road **[Address of Borrower]**

Jacksonville, FL 32233

Loan #: 1234567 **[Loan Number]**

To Whom it May Concern,

**[Identify the intent of your hardship letter]**

I am writing this letter to request a loan modification and identify the cause of my financial hardship that contributed to a default on my mortgage. I am committed to keeping the home and will do anything in my power to bring the mortgage loan current.

**[Identify the cause and date of the financial hardship]**

The company I worked for recently downsized and let go of many employees. Unfortunately, my employment with the company was terminated on 08/13/2013 and I was forced to file for unemployment. I am currently actively seeking employment, but it has become very difficult trying to afford my mortgage with three kids on only an unemployment check.

**[Explain how this caused a default on mortgage payments]**

With such a significant reduction in my monthly income, I inevitably fell behind on my mortgage. I worked with my previous company for over 10 years and the compensation from unemployment constitutes a 75 percent reduction in my normal pay. I missed two mortgage payments before contacting you and expect to miss a third mortgage payment in the near future. I am investing every effort into rectifying this issue as soon as possible.

**[Explain what steps are being taken to resolve the mortgage delinquency]**

During the last couple of months, I sent out my resume to dozens of companies and I have two interviews lined up in the coming weeks. Should my interviews not turn out successfully, I am prepared to seek part-time employment until full-time employment can be secured.

**[Identify any other money available that may be contributed to the mortgage]**

I do have a couple of assets that may be liquidated in cases of emergency. I have a boat worth approximately $2,000 and investments through my 401k totaling approximately $5,000. If the liquidation and contribution of these funds increases the likelihood of getting approved for a loan modification, I am prepared to do so.

**[Attach evidence to support the claims in the hardship letter]**

I enclosed with this letter supporting documentation including:

* Banking statements
* A breakdown of my monthly budget
* Letter of termination from my previous employment
* Unemployment pay stub and former pay stub
* The title of my boat with an appraised amount
* 401k statements

I am confident a loan modification to reduce my monthly payments from $1300 per month to $800 per month can help me afford my mortgage and bring my loan current. I hope to minimize all expenses possible in order to keep my valued home. I appreciate your fair consideration.

Sincerely,

John Smith