



## HARDSHIP LETTER GUIDE

You will only need a **one page letter** to explain your hardship addressed to your Lender.

### **The letter should include all of the information requested below:**

- Your name
- Your property address along with your mailing address if different.
- Name of lender and department.
- Your loan number
- Your phone number and best time to reach you.

### **Describe your hardship:**

What happened and when?

For example: I lost my job with ABC Manufactures in July, 2008 and have been unemployed until August, 2008. I am currently working for a new company and will be receiving my first check September, 2008.

### **Describe your current goal:**

For example: I was able to afford the home when we first purchased it, but since the payment increased due to my adjustable rate mortgage we have not been able to keep up. Our goal is to keep the home and we would like any assistance available.

**Please make sure you sign, date and print your name on the hardship letter.**

Call me if you have any questions.

Cindy Pendergast - extension 46

### **Quincy**

422 Washington Street  
Quincy, MA 02169  
Tel (617) 770-2227  
Fax (617) 770-2249

### **Brockton**

68 Legion Parkway  
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### **New Bedford**

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## Sample Hardship Letter

Date  
Name  
Address  
Lender Name  
Loan Number

To Whom it may Concern,

I am writing to explain the unfortunate set of circumstances that has caused me to become delinquent on my mortgage payments. My goal is to keep my home and I truly hope you would consider working with me.

My hardship began in 2010 when I became unemployed. This loss in income, combined with a steady increase in expenses, has caused our budget to be stretched thin. Over the recent years we've tried everything to make ends meet including borrowing from my 401K. My husband works overtime whenever possible and now we have even depleted our savings to try and stay current with our monthly financial obligations. It has become clear to us that we need a long-term solution to avoid going into default.

We feel that a loan modification would help us. Our income is steady but it is just not enough and we would really appreciate if you can work with us to lower our principal and interest so we can keep our home.

Name  
Signature  
Date



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