

## Sample Hardship Letter

A hardship letter is used to request a temporary reduction or suspension of payments due to financial hardship. You can also make this request over the phone, but you may want to follow up with a letter confirming what was said.

Some tips for writing a hardship letter:

- Explain the reasons for your hardship clearly and concisely. Include any supporting documentation that you have (e.g., copy of your unemployment awards letter).
- Be specific about the remedy you are seeking, and don't promise to send more money than you can reasonably afford.
- Send the letter via certified mail to the creditor's address for billing inquiries and concerns, and keep a copy for your records.

John Q. Public  
345 Anywhere St  
San Francisco, CA 94115  
Account Number 1234567910111213

February 18, 20x0

XYZ Credit Corporation  
123 Main Rd  
Central City, CA 94123

To Whom It May Concern:

I am writing to ask for your assistance. On February 1, my hours at work were cut in half, and my salary was reduced from \$2,400 a month to \$1,200 a month. Enclosed is a copy of my most recent paystub, which shows my reduced hours and salary. Based on my current income and expenses, including my \$700 mortgage payment and \$200 car loan payment, I am not able to make my regular credit card payments. In place of my payment of \$100 per month, I ask that you accept \$30 per month for the next four months starting in March. I will pay by the 15<sup>th</sup> of the month.

I will be looking for a second job during this time period and do not expect any difficulty resuming my regular payments in July. If there is any additional documentation or information that you would like from me or this arrangement is not acceptable to you, please contact me. My telephone number is (555) 788-9123, and the best time of the day to reach me is between 2 p.m. and 5 p.m.

Thank you for your understanding and consideration.

Sincerely,

John Q. Public