Date

RE: Loan number- [**###########**]

Property Address: **[123 Main St. City, State ZIP**]

Dear [**LENDER**],

This letter will serve as a hardship letter outlining our current financial situation. We hope that we can determine a solution together that will resolve the delinquency and enable us to keep our home.

Two years ago I changed careers due to the lack of opportunity in my old field of work, retail sales. I decided to go into the construction business. I used a lot of our savings while I tried to get established in this new line of work. Unfortunately, the housing market has slowed down dramatically, so my hours have been cut back in the beginning of 2008. Eventually, my company had to lay me off because they did not have enough profit to cover my salary. I was unemployed for 3 months.

I began working for my current employer 2 months ago as a Site Manager. The company is very stable, and my hours have been very consistent. And, I am making every effort to increase my income by working overtime whenever possible. My wife has also been looking for part time work. However, it has been difficult for me to pay my mortgage payments because of my recent unemployment and reduction of income. I have contacted a HUD-certified housing counseling agency, Piedmont Housing Alliance, to ask for their assistance in evaluating my financial problems. I have been working with PHA because I want to keep my house.

So, at this time, I am hoping that you will consider a loan modification for my loan. I am making every effort to meet my financial obligations, and I hope that we can work together to find a way for me to save my house. Please feel free to contact me at [**###-####**]. I am working with Sarah Brazelton, a housing counselor from Piedmont Housing Alliance. She is helping me go through this process. Please feel free to talk with her about these things. Thank you for your time and attention to this matter.

With Respect,

John & Susan Smith