Here is a Sample of Hardship letter-Requesting Repayment Plan

Date:

Borrower's Name:

Co Borrower's Name:

Property Address:

Re: Repayment Plan: Loan #:

We are writing to open a dialogue with you regarding a repayment plan for our missed mortgage payments. My husband was laid off from his job at [Employers name] just before [Date] (copy of pink slip is enclosed). We have been struggling financially ever since. My husband's search for other employment has not been successful.

We just received notice that my husband can return to work at [Employer's Name] on [Date] (copy of notice enclosed). Once he is back at work, we will be on our feet again financially.

We would like to repay our missed payments over time. We owe for three house payments as well as late fees. The total comes to $[Amount past Due]. We can pay an extra $[Amount you can pay] a month over the next [# of months] months. Our concern is that more late fees will accrue while we are making the added payments.

We fully intend on paying what we owe. We are not contesting the late fees for the three missed payments, but would like to request that no further charges be assessed while we work to repay you.

We are very serious about making good on our financial commitment to you as evidenced by our excellent payment record up until my husband's layoff. Hopefully, we can work together for the benefit of all parties.

Thank you for your time and attention in this matter.

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Signed Dated