**LETTER TEMPLATE**

**HARDSHIP LETTER TO PREVENT EVICTION**

**[Your Name]**

**[Your Address]**

**[Your Phone #]**

**[Date]**

Dear **[Name]**,

Thank you for notifying me of your intent to evict. I would like to take this time to request a suspension of eviction due to severe—but temporary—financial hardship.

I have always strived to be a good tenant. I have never been unduly loud, thrown wild parties, or damaged my rented property in any way. I always try to fix anything that breaks before requesting your help and, until recently, I have always paid my rent on time.

I understand that I have been **[delinquent/late]** on the last **[number]** months’ rent. This has been due to **[describe circumstances in detail]**. Attached is **[document verifying your problem]**. Please note that while these problems have been devastating for my current finances, I have taken the appropriate steps to rectify the situation.

I recently **[got a new job/received a scholarship/etc.]** that will ensure that my rent is paid in a timely fashion from here on out. I would like to set up a payment plan so that I can pay off **[previous rent/late fees/eviction charges]** over the next few **[amount of time]**. I hope you agree that this new solution will remove the necessity of eviction.

Thank you for your consideration.

Sincerely,

**[Sender Name]**