**Letter Template**

**Mortgage Letter of Explanation**

**(Date)**

**(Your Name)**

**(Your Address)**

**Phone: (Your Phone)**

**Loan #: (Your Loan #)**

**(Your Lender’s Name)**

**(Lender Address)**

Dear Loss Mitigation Department Staff:

I am writing this letter to explain the circumstances that caused us to fall behind on our mortgage payments. We recently contacted **(name of foreclosure counselor and agency)** to help us prevent foreclosure.

The main reason that caused us to be late is **(explain reason for hardship/reason for falling behind in a few short sentences).** We will be able to make on-time payments in the future because **(explain how situation/income has changed).**

**(Explain income and expenses or attach a budget)**

I have enclosed copies of **(budget, bank statements, paystubs, W-2, etc.)**

Please consider a workout agreement **(or repayment plan, loan modification, etc.)** for our loan.

We appreciate your willingness to work with us to prevent foreclosure of our home.

Please contact us at (**phone number)** when you receive this letter so we can talk about our options.

Sincerely,

**(Your Signature)**