**LETTER TEMPLATE**

**HARDSHIP LETTER INABILITY TO PAY RENT PROPERTY**

**[Your Name]**

**[Your Address]**

**[Your Phone Number]**

**[Company Name]**  
**ATTN:** **[appropriate department]**  
**[Address]**

**[Date]**

To Whom It May Concern:

I am the **[landlord/property owner/cosigner]** for the property at **[address]**. I would like to request a short sale for the building, since I am unable to rent the property to the required number of tenants.

My current **[loan/mortgage]** conditions require that I rent at least **[number]** of the **[number]** rooms for **[monetary amount]** each. However, at this time I have only been able to rent **[number]** rooms, and as such I am close to delinquency on my payments.

I have taken steps to make the building accessible, visible, and attractive by **[steps taken]**. I have advertised in **[media]** and made **[modifications/repairs/upgrades]**. However, at this time **[possible reason for lack of tenants]**.

I have put **[monetary amount]** of my own money into this building and I am perilously close to **[bankruptcy/foreclosure/etc.]**. I would like to request short sale in order to avoid that expense and aggravation.

Thank you for your understanding concerning this matter. I am grateful for your consideration.

Sincerely,

**[Sender Name]**