**LETTER TEMPLATE**

**HARDSHIP LETTER ABANDONMENT**

**[Your Name]**

**[Your Address]**

**[Your Phone Number]**

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

**[Date]**

To Whom It May Concern:

I am writing this letter to request the short sale of my **[building type]**. In order to meet my mortgage payments, I require the rent from **[number]** tenants. However, due to the **[location/condition of the property/etc.]**, the property has been abandoned.

I currently charge **[amount]** for rent per person, and I have invested **[amount]** into property repairs. I have also **[additional steps to save money]**. However, due to **[property damage/housing crisis/etc.]**, my tenants have abandoned the property and I no longer have a steady stream of income.

Soon, I will no longer be able to meet the loan requirements and will have to file for bankruptcy. I am hoping to circumvent that chance with a short sale of the property as soon as possible.

Attached are the necessary documents outlining the property value, damage, repairs, and upkeep costs. I am grateful for your assistance in this matter.

Sincerely,

**[Sender Name]**