**LETTER TEMPLATE**

**HARDSHIP LETTER RENTAL PROPERTY**

**[Your Name]**

**[Your Address]**

**[Your Phone #]**

**[Your Loan #]**

**[Date]**

To Whom It May Concern:

I am writing this letter to explain the reasons why I have been unable to pay my mortgage payments on the property at **[address]**, and to inquire as to what I can do to avoid foreclosure on my property.

My income has become significantly reduced recently, due to **[sickness, death in the family, job loss, etc. BE SPECIFIC]**. The money I have remaining every month must go to **[food, car payment, mortgage on home, medication, etc.]**. I have done everything in my power to keep up with the payments, but it unfortunately has become impossible **[or will become impossible as of a certain date]**.

I have been using this property as a rental income property for **[length of time]**, and I **[do/do not]** currently have tenant(s). **[If you have tenants, indicate the amount they pay in rent each month, and why this is still not sufficient to keep you up to date on the mortgage]**. I believe I can resolve my debt by **[your solution to “working out” the debt, or a request that they provide the solution]**.

Please understand that I know I signed a contract and that I am responsible for these payments, but there is also only so much I can do with the little money I currently have.

It is my intention to keep this property if I can, so I hope we can work out a solution as quickly as possible.

Thank you,

**[Sender Name]**