

HARDSHIP LETTER SAMPLE 1 – Borrower Wants to Sell Home

CRITICAL: Letter should be **ONE (1)** page only. **Sign and date your letter!**

• FHA Loan • Loss of Income • Borrower unable to keep home.

Loan # 123456789 Countrywide FHA loan
Name(s) on Loan: Jane L. Doe

| <u>Property Address:</u> | <u>Mailing Address:</u> | <u>Contact Numbers:</u> |
|------------------------------------|------------------------------------|--|
| 1234 Any Street City, State Zip | 1234 Any Street City, State Zip | (770) 555-1212 (h) (770) 555-1212 (c) |

February 2, 2009

To Whom It May Concern:

I am writing to state specifically my sincere desire to work with Countrywide / Bank of America to arrive at a workable solution regarding my mortgage balance of \$327,000 so that I do not foreclose on March 3, 2009. It is my primary objective and my goal to sell this property.

SHOW HOUSEHOLD INCOME/EMPLOYMENT WHEN LAST MORTGAGE WAS GIVEN (optional but helpful):

When I refinanced the house in October, 2006, I showed a total net monthly income of \$10,000: \$6,000 from employment with Ford Motor Company and \$4,000 from the family electrical contracting business.

EXPLANATION OF HARDSHIP:

I was laid off from Ford Motor Company in October, 2006. The family electrical contracting business was yielding enough income to make up for the difference. Payments were made until November, 2008. Starting in November, 2008, the electrical contracting business slowed because of the economy and completed jobs under contract have not been paid on.

WHAT IS BEING DONE TO RESOLVE:

We do not see any other option at this point except to sell the property. I have been unable to secure employment and our electrical contracting business is not yielding enough monthly income to allow us to keep our home. A profit and loss sheet is attached to show income of the family business. Our total net monthly household income is \$4,288.00 and our total monthly expenses, including mortgage, taxes and insurance, are \$5,688.00.

CURRENT MARKET VALUE OF PROPERTY (optional but helpful):

I also wanted you to know that I asked a realtor to give a comparable market analysis to determine our home's current value and I have learned that it is worth \$325,000 versus our loan amount of \$405,000.

REQUEST TO LENDER:

I request permission to sell the house because our monthly expenses continue to exceed our monthly net income. In the event of a shortsale, I would appreciate relief of the mortgage shortage. I am including all hardship documents with this letter.

I, Jane Doe, state the information provided above to be true and correct to the best of my knowledge.

Sincerely and respectfully,

Jane L. Doe (Signature)

Jane L. Doe (Printed)

Date

If you have 2 mortgage companies, send letter and documentation meeting loan guidelines to both companies.

First 2 paragraphs: Set up situation prior to hardship. State mortgage balance with fees and foreclosure date if you have one.

Next, summarize briefly what created hardship. Examples of reasons: Job loss or salary reduction, death in family, illness, medical bills, military reason, damage to property, theft, divorce or separation.

Resolution: State necessity to sell. State monthly net income and monthly expenses including all mortgages and loans you pay (even if you have mortgages on other properties).

Request to the Lender: To sell the property. Also ask for relief of mortgage shortfall in the event of a shortsale (sale of property under mortgage balance).