lovetoknow
advice women can trust
Logo will not print with document

Insert Your Name Here
Insert Your Address Here
City, State, Zip

Insert Date

Addressee Name
Company Name
Street Address
City, State Zip

Insert Greeting (Mr./Ms./Miss/Mrs.) Last Name:

The purpose of this letter is to explain the circumstances that have led to the current state of delinquency with my mortgage and to respectfully request consideration for a loan modification. My mortgage number is (insert number here). At the time that I applied for this mortgage loan, my household income was (fill in amount) per month, which provided sufficient income to cover the monthly payments. However, (insert number of months) ago, I became unemployed and have not yet been able to (depending on your situation, use either “secure new employment” or “secure a position that provides the same level of income”).

When my employment status changed, despite my best efforts to keep up with my financial obligations, I quickly fell behind on my mortgage payments and have not been able to catch up in light of my current situation. I truly want to remain in this home and it is my full intention and goal to repay the money that I borrowed for its purchase, but am currently unable to do so under the current loan terms. That is why I am requesting a loan modification at this point in time. As a lower payment will be more manageable at this point in time, a modification will allow me to bring my loan status to current - something that will benefit me as well as your financial institution.

Please let me know what I should do next as we work toward reaching mutually agreeable and beneficial terms. I greatly appreciate your prompt attention to and assistance with this important matter and look forward to hearing from you soon. You may reach me at (insert phone number) or contact me in writing via email at (insert email address) or postal mail at the address that appears at the top of this letter.

Regards,

Insert Your Name