

{Your Name}
{Your Address}
{Your Phone Number}

{Financial Institution Name}
{Address}
{Phone Number}
ATTN: **{contact person}**

{Date}

RE: **{consolidation/restructuring/forgiveness}** of debt on **{mortgage, credit card or other loan payment}**

To Whom It May Concern:

I am writing because I am currently experiencing financial hardship, and would like to find a way to **{reduce my monthly payments, avoid foreclosure, etc.}**.

My problems began **{date}**, when**{reasons for financial hardship, such as death, divorce, medical issues, etc.; be specific}**. Since then, I have had **{amount in dollars}** per month, which has to go to **{other areas where you need to send your money each month}**.

I am not trying to avoid my responsibilities, and I am embarrassed that I am even in this position in the first place. To begin this process, I can offer the solution of **{a certain amount per month, a short sale, a reduction of what you owe, etc.}**, with the hopes that you will find this suitable. I know that we all want to avoid **{foreclosure, repossession, collections agency, etc.}**, so please contact me as soon as possible and we can discuss the options.

Sincerely,

{Sender Name}