

Date: [Insert Date]

To: [Lender Name]
Loss Mitigation Department
[Lender Address]
[City, State, Zip Code]

RE: Hardship Letter for Short Sale Request

Borrower Name: [Your Name]
Property Address: [Property Address]
Loan Number: [Your Loan Number]

To Whom It May Concern,

I am writing this letter to request a short sale of my property located at the address listed above. I am no longer able to meet my mortgage obligations due to an unexpected and total failure of my business, [Name of Business].

Due to [briefly mention cause, e.g., market shift, loss of major contract, or supply chain collapse], the business was forced to cease operations on [Date]. This has resulted in a complete loss of my primary source of income. Despite my best efforts to liquidate business assets and seek alternative employment, my current income is insufficient to cover the monthly mortgage payments and the outstanding loan balance.

Because the current market value of the home is less than the amount I owe on the mortgage, a short sale is my only viable option to avoid foreclosure. I have listed the property with a real estate agent and am committed to cooperating fully with your department to facilitate a quick sale.

Enclosed you will find my financial statements, tax returns, and documentation regarding the business closure. I appreciate your time and consideration of this request during this difficult financial period.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]