

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lender/Service Name]
[Loss Mitigation Department]
[Address]
[City, State, Zip Code]

RE: Loan Modification Consultation Request / Hardship Letter

Account Number: [Your Loan Number]

Property Address: [Property Address]

To the Loss Mitigation Department,

I am writing to formally request a consultation to discuss a loan modification for my mortgage. Currently, my mortgage is "upside down," meaning the outstanding balance on my loan exceeds the current fair market value of the property.

Due to [mention specific hardship: e.g., decrease in local property values, medical issues, or reduced income], I am experiencing financial difficulty. Despite my commitment to the property, the negative equity situation combined with my current financial status makes my current monthly payments unsustainable under the original terms.

I am seeking a consultation to explore options such as:

- Principal reduction to align the loan with the current market value.
- Interest rate reduction.
- An extension of the loan term to lower monthly payments.

I have enclosed the following documents for your review: [List documents, e.g., recent pay stubs, tax returns, and a financial statement].

I want to retain my home and fulfill my financial obligations. I look forward to discussing a mutually beneficial solution that will allow me to stay in the home while making affordable payments.

Please contact me at [Your Phone Number] or [Your Email] to schedule a time for this consultation.

Sincerely,

[Your Signature]

[Your Printed Name]