



**Community Housing Resource Center**  
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[www.homecen.org](http://www.homecen.org)

A letter which explains your situation is known as a *Hardship Letter* and should be sent to your lender with a completed workout package.

## *Hardship Letter Outline*

- I. Provide Homeowner identification information
  - Name, address of the property and account number
- II. Introduction
  - The first paragraph of the letter should identify what loss mitigation option the homeowner is requesting.
- III. A description of the hardship and the reason for the hardship
  - It's important for the borrower to be specific, explaining what caused the problem.
- IV. Overview of current income and expenses
  - The borrower should provide full financial disclosure of all income and expenses. Most lenders will provide a financial statement to be completed by the borrower.
- V. Propose a plan
  - This gives the borrower to request what he/she may need.
- VI. Provide a method of contact
  - Daytime and Evening number
- VII. Attachments:
  - Financial Statement
  - Hardship verification (e.g. unexpected repairs, reduction in income, medical, etc.)
  - Verification of increase income.