One of the most important documents that mortgage companies require for their clients during a loan workout is a hardship letter. This letter acts as a written explanation as to why you have fallen behind form your mortgage payments. Below is an example of a hardship letter to a mortgage company.

August 22, 2009

Name: Mark Randal

Address: 43 Roads St., San Francisco, CA

Mortgage Company:  Mortgaging Co.

Loan no: 234567-7655

Dear Sir:

I am sorry for delaying my mortgage payments. I have not kept my financial responsibility to your company because I recently had a very costly divorce. All of my assets were almost lost due to my unfortunate event. However, I have slowly recovered from financial depression and have found a good paying job to help me recover what I have lost. With this regard, I am happy to tell you that I can gradually pay off my mortgage if you agree to help me workout my loan.

Sincerely,

Mark Randal

8/22/09