

Example Letter – Request for Mortgage Deferral

This is a sample letter for use to request a deferral of mortgage payments.

****We recommend that prior to requesting a deferment of payment on your mortgage, you fully consider if you are able to make any payment at all when just paying the interest or at a reduced rate in order to reduce the overall increase as much as possible to the amount you will owe at the end of your deferment period.**

When writing your own letter, It is important that you keep a record of all interactions you have in relation to your request. Make records of all interactions, calls etc. including details of time/date/who you spoke with and what you spoke about. We suggest that you create a file to keep all records in, including a copy of this letter.

Dear Team

Re: Full Name, BSB and Mortgage Account Number 111 222 333 444

I am writing to you today to request some assistance due to unforeseen circumstances. I was unexpectedly made redundant from the role I have had for 23 years.

This news has shaken me to the core as the role is all I have known and done for the last 23 years. As such I am very worried especially now about how, where and when I might find more work in my chosen field or otherwise.

As such, I would like to request a deferment of all payments for a period of three months. I am asking for this in the understanding that the deferred payment means that the interest is still being added to my account, however I will not be required to pay anything for the duration of three months, should my request be approved.

To support my request, I have attached the following supporting documentation to this email

- Statement of Financial position
- Letter from my employer

At the end of this period, I hope to be in a stronger financial position. I am currently working with recruiters and looking to find a new role and will update you accordingly.

Thank you for your understanding in this extremely difficult time. It is greatly appreciated. I will be in touch in a week to follow up my request in the meantime, please feel free to contact me if you have any questions.

Kind regards

(Sign and print your name)

Disclaimer: Please note, this sample letter is for general information only and should not be relied upon as financial advice. For information regarding your personal circumstances, please talk to your accountant or a registered financial advisor.