**Letter Template – Request for Mortgage Deferral**

This is a sample letter template to 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, even just on the interest or at a reduced rate, to reduce the overall increase as much as possible to the amount you will owe at the end of your deferment period.)

***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: *Fill in details of your BSB and Mortgage Account Number***

I am writing to you today to request some assistance due to…..(*include details of why are you requesting to defer your mortgage repayments. List in bullet points – need to be SPECIFIC about why you are making this request).*

As a result, I am not able to maintain my minimum monthly payments. 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*. (\*\*NB. Before you make this request, make sure that you fully understand that deferring your mortgage payments will result in you having a higher amount to pay at the end of the deferment period due to the interest on the loan still being charged, and added on to your account).*

To support my request, I have attached the following supporting documentation to this email. **(*include documentation that will support and demonstrate your request*)**

EG:

* Statement of Financial position
* *Any other suitable supporting documentation - List*

At the end of this period, I hope to be in a stronger financial position. (Outline details of why you expect to be in a stronger financial position). I will update you accordingly.

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

Kind regards

(Name and Contact information)