**Letter Template – Request for Financial Hardship**

This is a sample template letter for use to request a hardship variation for any credit debts.

These include -

* Home Loans
* Personal Loans
* Credit Cards
* Store Cards
* Payday Loans

***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 account/identification numbers & information***

I am writing to you because (*include details of what you are going through/have been going through and how this is affecting you).*

I have attached to this letter/email the following to support the details of my circumstances that I have listed above, including a copy of my Statement of Financial Position and ….. *(list other supporting documents)*

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

As such I request a 3 month freeze on interest fees, charges, and payments. To give me a chance to catch my breath, reduce pressure on me, so I can think a little clearer and work on a solution moving forward.

Hopefully, at the end of this period, things will have turned around… *(list details of the position you expect to be in at the end of the three month hardship period and how you plan to meet your payments ongoing).*

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

*Kind regards*

(*Name and contact information*)