**CREDIT CARD HARDSHIP LETTERS**

**[7 Samples]**

If you've got debts you can use these sample hardship letters to write to your creditors. You can use the letter templates to tell your non-priority creditors about your situation and to ask them to accept your repayment plan. These include [credit card debt](http://www.debtpro.co/credit-card-debt/) and other [unsecured loans](http://www.debtpro.co/difference-between-secured-and-unsecured-debts/). Find out more about [credit card hardship program](http://www.debtpro.co/credit-card-hardship-program/).

## Sample #1 of a credit card hardship letter

*Note, all text in italics should be replaced with information on your personal situation.*

*Date:*

*Credit Card Issuer’s Name*

*Mailing address*

*Credit card company phone number*

*RE: Hardship Letter*

*I am writing you this letter as I need to inform you of my present financial condition and the difficulties that I am experiencing. I am asking for a settlement of my credit card balance. My offer is twenty percent of my outstanding balance.*

*I have experienced a considerable drop in my income over the last X months and with the high interest charged on my account, I can’t continue to pay my monthly credit card payments of X dollars per month.*

*I have enclosed in this envelop copies of my financial statements and documents. I have included my past due statements for my credit card bills, copies of late payments statements, my pay stubs and 2 months of proof of income, last 3 months of bank statements, information on repossessions, copies of credit card statements. Please let me know if you need more information.*

*After you agree in writing of your decision to accept my offer of a settlement, the total amount I owe will be mailed to you within 5 business days.*

*I also want to let you know that I am making similar arrangements with all of my other creditors, including other credit card issuers, so that I do not have to file for bankruptcy.*

*Please review my offer and thank you for any effort that you can make to help me in this regard.*

*If you have any questions or want to discuss my proposal, please do not hesitate to call me at (provide personal phone number)*

*Thank you for your consideration.*

*Sincerely,*

*Your name*

*Mailing address*

*Phone number*

*Credit card account number*

## Credit card hardship letter sample #2

*Date*

*Credit card company's representative (if you have it)*

*Credit card company's name*

*Address*

*Company's phone number*

*RE: Hardship Letter for credit Card Account list your account number:*

*Dear Name:*

*Due to my recent financial condition I am writing you this letter to request a settlement of my unpaid debt at 20 percent of the balance due.*

*Over the last X months my household income has dropped considerably due to (job loss, medical condition, illness, etc.), which has made it impossible for me to continue to make my full monthly payments.*

*Please find enclosed copies of my financial statements, information on my income, and other documents that will prove my hardship at the current moment. (Be sure to include any late payments statements, bank statements, car repossession, records of your income, past due statements, etc.)*

*Please note that I am trying to avoid a bankruptcy filing and that I am currently requesting debt settlements with all of my other creditors with whom I need to make similar arrangements and plans.*

*I am requesting that you seriously review and accept my settlement offer. As soon as you accept it in writing, I will immediately mail the payment to your organization within five business days.*

*If you have any questions or if you wish to discuss this settlement offer, please do not hesitate to call me and I can be reached at (your phone number).*

*Thank you.*

*Sincerely,*

*Your name*

*Address*

*Account number*

Sample Debt Hardship Letter 3

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom It May Concern,

We purchased our home in 2005. At that time we had the income to support the payments on the mortgage.

In 2010, George got laid off from his job and was without work for over a year. During that time, we withdrew funds from our savings and retirement accounts in order to continue to meet our financial obligations. I took on a second extra part time job to help as best I could.

George finally found a job in the fall of 2011, making considerably less than what he used to. Unfortunately, by the time he was re-employed, all of our savings and retirement funds were gone. Due to the limited amount of income we now earn, we incurred significant credit card debt as we continued to try keep up with the house payments.

We applied for a loan modification but were unsuccessful in obtaining one. We are now unable to make the payments on the mortgage and our credit limits have been reached.

Due to the downturn in the economy, our home is now worth significantly less than what we paid for it and even less than what our mortgage balance is.

We have had the house on the market for over four months attempting to get an offer that could bring us at least close to what is owed. That has not happened. Our Realtor had to continue reducing the price until we were able to get any interest in the property at all. After months of market time, this is the only offer we have received.

We request that you consider this buyer’s offer and approve a short sale on our home. We are maintaining the property as we want to do the right thing. We are hoping that a short sale will help both the bank and us avoid the unnecessary costs of foreclosure.

Our Realtor will continue to market the property as you consider this offer.

We appreciate your help in this matter. If you have any questions, or need anything further from us, please contact my designated third party and we will provide anything requested promptly.

Sincerely,

Sample 4 - Debt Hardship Letter

Name: (Your Name) Address: (Your Address) Lender Name: (Your Lender) Loan #: (your Loan #)

To Whom It May Concern:

I am writing this letter to explain my unfortunate set of circumstances that have caused us to become delinquent on our mortgage. We have done everything in our power to make ends meet but unfortunately we have fallen short and would like you to consider working with us to modify our loan. Our number one goal is to keep our home and we would really appreciate the opportunity to do that.

The main reason that caused us to be late is (insert reason here and don’t be too lengthy and long winded) Soon after being late and our income not being nearly enough, we had fallen further and further behind. Now, it’s to the point where we cannot afford to pay what is owed to (lender). It is our full intention to pay what we owe. But at this time we have exhausted all of our income and resources so we are turning to you for help.

(The approximate date of hardship and we believe that our situation is Temporary or will be Permanent.)

Our situation has got better because (reason here) and we feel that a loan modification would benefit us both. We would appreciate if you can work with us to lower or delinquent amount owed and or payment so we can keep our home and also afford to make amends with your firm.

We truly hope that you will consider working with us and we are anxious to get this settled so we all can move on.

Sincerely and Respectfully,

Borrower’s Signature Date Co-Borrower’s Signature Date

Sample 5 - Debt Hardship Letter

Crystal Phillips 71 Comanche Lane Chillicothe, Ohio 45601

November 11, 2015

First One Credit Card 90890 Worthington-Galena Rd. Worthington, Ohio 43081 Re: 4456-0987-0934-7687

To Whom It May Concern;

I am writing regarding the above listed credit card. As you can see from reviewing the records, this card is a few months past due. I had a perfect payment history until I lost my job about 4 months ago. While I do receive unemployment, it is not nearly enough to pay the mounting debt I have. However, it is my desire to get this account current and to be in good standing.

My credit card is racking up tons of charges for late payments and interest. I want to close this account out but still make payments on it. Would it be acceptable to pay $50 a month until this bill is paid off? I know that sometimes the credit card company can suspend the past due amounts, make the account current and put it on a payment plan. Is this possible for my account? If not, I would be interested in anything that you could do to help.

Please contact me at your earliest convenience to discuss this account further. I can be reached anytime at 614-895-0345. I appreciate your prompt attention to this matter.

Sincerely,

Crystal Phillips

Sample 6 - Debt Hardship Letter

Name of Consumer Address of Consumer City, State, Zip Code

DATE

Name of Credit Card Company Address of Credit Card Company City, State, Zip Code

**RE: Reduced Payment on Credit Card Number NUMBER**

Dear Name of Creditor:

This letter is a formal request to reduce my monthly payments on the above credit card account. I am temporally unemployed as I lost my job as a high school science teacher on DATE. However, I have a new job that starts in three months. I am currently making $50 payments each month and respectfully request that my payments be reduced to $20 for four months until DATE, at which time I will continue making full payments. I also request that my credit score is not adversely affected by this.

I would appreciate your help in this matter, as I sincerely want to honor my debt and will faithfully resume regular payments at the above-mentioned time. Thank you for your consideration of my request. If you have any questions, I can be reached at Phone Number or Email Address.

Sincerely, Signature of Consumer Printed Name of Consumer

Sample 7 - Debt Hardship Letter

Name of Consumer Address of Consumer City, State, Zip Code

DATE

Name of Credit Card Company Address of Credit Card Company City, State, Zip Code

**RE: Reduced Payment on Credit Card Number NUMBER**

Dear Name of Creditor:

This letter is to formally request a reduction in payments on my debt for the next six months. I request to pay AMOUNT starting on DATE and beginning the normal payments on DATE. I have every intention of paying my debt, but am not able to make the usual payments at this time.

I lost my teaching job because of financial cut-backs in my school district. I am well-qualified for teaching biology and hope to have another job within six months. I am looking in two other school districts near where I live.

Because I have every intention of paying my debt, I would like to request that you not give it to a collection agency. I need to maintain my credit rating.

I hope to receive a favorable reply in writing within the next two weeks. If you have any questions or would like any more information about my situation, I can be reached at Phone Number or at Email Address.

Thank you for your kind consideration in my time of difficulty.

*Sincerely, Signature of Consumer Printed Name of Consumer*

***X-------- end --------x***

### Helpful Debt Calculators

* [Credit Card Debt Snowball Calculator](http://www.debtpro.co/debt-snowball-calculator/)
* [Credit Card Interest Rate Calculator](http://www.debtpro.co/credit-card-interest-rate-calculator/)
* [Credit Card Payoff Calculator](http://www.debtpro.co/credit-card-payoff-calculator/)
* [Credit Card Minimum Payment Calculator](https://www.ussfcu.org/cardcalculator/minimun.php)
* [Credit Card Debt Free Calculator](http://money.cnn.com/calculator/pf/debt-free/)
* [Debt-to-Income Ratio Calculator](https://www.zillow.com/mortgage-calculator/debt-to-income-calculator/)

### Free Debt Resources

* [Debt Validation Letter Samples (Download)](http://www.debtpro.co/debt-validation-letter/)

### Debt Help Articles

* [Credit Score: How To Improve Your Credit Ratings & More](http://www.debtpro.co/how-to-improve-credit-score/)
* [Get Out Of Credit Card Debt](http://www.debtpro.co/credit-card-debt/)
* [Secured Debts vs Unsecured Debts Difference](http://www.debtpro.co/difference-between-secured-and-unsecured-debts/)
* [Credit Card Debt Relief Programs – Debt Relief Options](http://www.debtpro.co/credit-card-relief-program/)
* [Unsecured Credit Cards : The Best Credit Cards for Bad Or Average Credit](http://www.debtpro.co/best-unsecured-credit-cards-bad-credit/)
* [Credit Card Hardship Program](http://www.debtpro.co/credit-card-hardship-program/)
* [Credit Cards: Everything You Need To Know Before Applying [INFOGRAPHIC]](http://www.debtpro.co/credit-cards/)
* [Credit Card Debt Consolidation: 5 Smart Tips For Consolidating Debt](http://www.debtpro.co/credit-card-debt-consolidation/)
* [What Is Student Loan Debt Consolidation?](http://www.debtpro.co/student-loan-debt-consolidation/)
* [Secured Credit Cards – Get One To Rebuild Your Credit History](http://www.debtpro.co/secured-credit-cards/)

## [Credit Card Debt Consolidation For Bad Credit – Few Options You Need To Know](http://www.debtpro.co/credit-card-debt-consolidation-bad-credit/)

