

(Complete all areas that are in red)

Date

To Whom It May Concern,

RE: Request for change on the grounds of hardship

I wish to apply to you for a variation of the loan contract pursuant to section 66 of the Consumer Credit Code 1996. I request the following change: A reduction of the amount of repayment to a more manageable amount. I understand that where I am requesting the payments to be reduced or postponed there will be no change in the annual percentage rate and the term of the loan will be extended accordingly.

In support of my application I give the following details:

(Example Hardship Letter)

I have been quite ill for some time and have had to take leave of absence from my job due to my inability to stand on my feet for any length of time. I am battling Colon cancer and have had surgery in hopes of becoming cancer free. I went into cardiac arrest post surgery. I am presently experiencing severe kidney problems that may be stemming from my cancer and the treatment that I have been receiving. I have been notified by my present employer that they may not be able to hold my position any longer due to the length of time I have been away from work. I do live alone and depend solely upon myself for the care of my health and my personal business issues. I am enrolling in a debt settlement company to help me by consolidating all my bills to make sure you get paid, I am very sorry I had to do this but I am desperate for help and this is the best solution to get everything paid up. At the present time my medical bills are outrageous with no health insurance and these bills are taking priority so that I can continue with receiving the medical attention I so desperately need. I have tried to get on disability but they keep denying me telling me I'm not sick enough. I guess I have to be dead before they do anything about it. I would appreciate it greatly if you would work with me on this matter.

**Details of Income and Expenditure:**

Total income for the month: \$2,700.00(Example)

**My current expenses are:**

Rent/mortgage: \$800.00(Example) per month

Auto loan repayment: \$450.00(Example) per month

Other major expenses: \$1,000.00(Example) per month

As can be seen from the above information; I will be able to discharge our obligations under the above contract if you agree to the proposed change. I ask that you consider this as a matter of urgency. I assume you will stay all enforcement actions while you consider this application. If this is not possible, please let me know immediately in writing to:

Your Name

C/O CreditAllianceGroup  
1717 Main Street, 58<sup>th</sup> Floor, Suite 5800  
Dallas, Texas 75201

Sincerely,

Your Name