

# Business Financial Hardship Explanation

Date: [Insert Date]

To whom it may concern,

I am writing to formally explain the financial hardship that my business, [Business Name], is currently experiencing. Due to [briefly explain the reasons for the hardship, e.g., economic downturn, loss of a major client, increased competition], we have encountered significant challenges that have impacted our cash flow and overall financial stability.

Despite our efforts to mitigate these issues, including [mention any cost-cutting measures or strategies implemented], we have struggled to maintain operations as usual. The situation has necessitated [provide any specifics regarding changes in operations, such as layoffs, reduction in services, etc.].

We value our relationships with our stakeholders and are committed to rectifying these challenges. I am reaching out to request [state what you are asking for, e.g., a temporary payment plan, loan modification, etc.], which would greatly assist us in navigating this difficult period.

Thank you for your understanding and support. I am happy to provide any further documentation or information needed to assist in this matter.

Sincerely,

[Your Name]

[Your Title]

[Business Name]

[Contact Information]