

# Financial Hardship Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally inform you of my current financial hardship caused by my recent unemployment. My name is [Your Name], and I have been a dedicated [Your Job Title] at [Your Company] for [Duration] until [Date of Termination]. Due to [brief reason for unemployment], I find myself struggling to meet my financial obligations.

As a result of my unemployment, my income has significantly decreased, making it increasingly difficult to cover my essential living expenses, such as rent, utilities, and groceries. Currently, I am actively seeking new employment opportunities, but the process has proven to be slower than anticipated.

I am reaching out to request your understanding and assistance during this challenging time. If possible, I would greatly appreciate any leniency with my current financial obligations, including [specific requests, e.g., payment plans, extensions, etc.]. I assure you that my intention is to meet my commitments as soon as I am able.

Thank you for considering my request. I hope to hear from you soon regarding potential options. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]