

# Financial Hardship Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you of my current financial hardship resulting from my recent divorce/separation from [Spouse's Name]. The significant changes in my financial situation have made it increasingly difficult for me to meet my financial obligations.

As a result of the divorce/separation, my income has decreased substantially, and I am now facing increased expenses related to maintaining two separate households, legal fees, and child support obligations.

Due to these circumstances, I kindly request [list specific requests such as adjustments to payment plans, temporary waiving of fees, etc.]. I am committed to resolving this situation and am open to discussing any alternatives that may be available.

Thank you for your understanding and consideration. I look forward to your response.

Sincerely,

[Your Name]