

# Financial Hardship Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you of my current financial hardship due to recent job loss and a significant reduction in my income. As of [insert date of job loss], I have been unemployed and actively seeking new employment opportunities, but have faced challenges in securing a new position.

Due to this unforeseen circumstance, I am experiencing difficulty in meeting my financial obligations, including [list specific obligations, e.g., rent, utilities, loan payments]. I have exhausted my savings and am exploring all available assistance options.

I kindly request your support and understanding during this difficult time. If possible, I would appreciate any accommodations or options to help alleviate my financial burden.

Thank you for considering my situation. I hope to hear from you soon.

Sincerely,

[Your Name]