

Hardship Notification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of a financial hardship that has recently impacted my ability to meet my financial obligations with [mention the specific obligation].

Due to [briefly explain the reason for your hardship, e.g., job loss, medical expenses, etc.], I am currently facing significant financial challenges. This situation has made it increasingly difficult for me to [explain specific financial obligations affected, e.g., pay rent, make loan payments].

In light of these circumstances, I kindly request your consideration for [specify what assistance you are seeking, e.g., a temporary payment reduction, a deferred payment plan, etc.]. I am hopeful that we can work together to find a solution that will assist me during this difficult time.

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

Sincerely,

[Your Name]