

Financial Hardship Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to explain my current financial hardship, which has made it difficult for me to meet my financial obligations.

Due to [briefly explain the reason for the hardship, such as job loss, medical expenses, etc.], my financial situation has significantly deteriorated. As a result, I am struggling to [mention specific obligations, like monthly payments or bills].

I have made every effort to manage my finances, including [mention any steps you have taken, like budgeting or seeking additional income]. However, despite my best efforts, I am unable to fulfill my obligations at this time.

I kindly request your understanding and consideration in [mention what you are seeking, such as a payment plan, deferment, etc.]. I believe this will enable me to recover financially and eventually meet my obligations in the future.

Thank you for your time and understanding. I appreciate your assistance during this challenging period.

Sincerely,

[Your Name]