

Notification of Credit Impact Due to Income Loss

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a significant change in my financial circumstances that may impact my ability to meet the obligations associated with my letter of credit.

Due to [briefly explain the reason for income loss, e.g., job loss, reduction in hours, unforeseen circumstances], my income has been adversely affected. As a result, I am concerned that I may not be able to fulfill the terms as agreed upon in our letter of credit dated [insert date of letter of credit].

I am actively seeking solutions to improve my financial situation, including [mention any actions taken, e.g., seeking new employment, financial counseling]. However, I wanted to ensure you are fully informed of this situation as it may affect future transactions.

Please do not hesitate to reach out if you have any questions or require further documentation regarding my current financial status. I appreciate your understanding and support during this challenging time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]