

Letter of Clarification on Changes in Financial Circumstances

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 clarify my current financial circumstances due to recent changes in my income. As of [date of income loss], I have experienced a significant loss of income due to [brief explanation of reason, such as job loss, reduction in work hours, etc.].

This change has impacted my ability to meet previous financial commitments including [mention any relevant financial obligations or commitments]. I am actively seeking new employment opportunities and exploring additional sources of income, but this process is taking longer than anticipated.

Given these circumstances, I would like to discuss potential adjustments or accommodations that may be available to assist me during this transitional period. Please let me know a convenient time for us to discuss this further.

Thank you for your understanding and support.

Sincerely,

[Your Name]