

Income Instability Explanation Letter

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 provide an explanation for my income instability, which may be reflected in my recent financial documents. Due to [briefly explain reason, e.g., "unexpected medical expenses" or "reductions in work hours"], my income levels have fluctuated significantly over the past few months.

Specifically, [provide more detailed information about the situation, and any steps you are taking to stabilize your income]. As I work to resolve these issues, I am committed to maintaining open communication and transparency regarding my financial situation.

Thank you for your understanding and support during this time. I am hopeful for a positive resolution and am available to discuss this matter further if needed.

Sincerely,

[Your Name]