

Financial Hardship Letter Template

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Financial Hardship Due to Temporary Loss of Income

Dear [Recipient's Name],

I am writing to inform you of my current financial situation, which has resulted from a temporary loss of income. Due to [brief explanation of the reason for income loss, e.g., unexpected medical emergency, job loss, etc.], I am facing challenges in meeting my financial obligations.

As a result of this situation, I am requesting [specific assistance or consideration you are seeking, e.g., a payment plan, temporary reduction of payments, etc.]. I hope to resolve this issue and regain my financial stability within [estimated time frame, e.g., a few months].

I have attached relevant documentation to support my request. I appreciate your understanding and assistance during this difficult time.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]