

Financial Hardship Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally explain my current financial hardship and to request consideration for [specific request, e.g., a payment plan, deferment, etc.]. Due to [briefly describe the circumstances leading to financial hardship, e.g., loss of job, medical emergencies, etc.], I have been unable to meet my financial obligations.

This situation has caused significant strain on my finances, and I am committed to finding a resolution. [Optional: include any steps you have taken to remedy the situation, e.g., job searching, applying for assistance, etc.].

I would greatly appreciate your understanding and assistance during this difficult time. I am hopeful that we can work together to find a feasible solution.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]