

# Financial Hardship Appeal for Salary Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review of my current salary due to significant financial hardship I am currently experiencing. As you are aware, I have been a dedicated employee at [Company's Name] for [number] years, and I have always strived to contribute positively to our team.

Unfortunately, due to [briefly explain circumstances e.g. unexpected medical expenses, family obligations, cost of living increases], my financial situation has changed dramatically. This has made it increasingly difficult for me to meet my essential financial obligations.

Despite my efforts to manage my finances responsibly, I find myself in a position where a salary adjustment would greatly alleviate my current financial strain. I request that you consider this appeal for a salary review at your earliest convenience.

I appreciate your understanding and support during this challenging time. I am hopeful to discuss this matter with you further and explore the possibilities. Thank you for considering my request.

Sincerely,

[Your Name]