

Request for Income Loss Hardship Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient's Title/Department]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request assistance due to a recent loss of income that has caused significant financial hardship. Unfortunately, I have experienced [briefly explain your situation, e.g., job loss, reduced hours, medical emergency], which has made it challenging to meet my financial obligations.

As a result of this situation, I am seeking financial assistance to help cover [specify what the assistance will be used for, e.g., rent, utilities, groceries]. I have attached relevant documents to support my request, including [list any attached documents, such as pay stubs, termination letters, medical bills].

I appreciate your consideration of my request and any assistance you can provide during this difficult time. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Thank you for your time and support.

Sincerely,

[Your Name]