

Notification of Changes in Financial Circumstances

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a change in my financial circumstances that may affect our current agreement.

As of [Insert Effective Date], my financial situation has changed due to [brief description of changes, e.g., loss of employment, increase in expenses, etc.]. As a result, I am unable to meet the previously agreed-upon financial obligations.

I would appreciate the opportunity to discuss this matter further and explore potential adjustments that could be made. Please let me know a convenient time for us to connect, or feel free to reach me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]