

# Notification of Temporary Financial Difficulties

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to inform you of my current financial difficulties. Due to [briefly explain circumstance, e.g., job loss, medical expenses, etc.], I am experiencing a temporary setback that has impacted my ability to meet my financial obligations.

I want to assure you that I am taking steps to address this situation and have a plan in place to improve my financial standing. I kindly ask for your understanding and support during this time.

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]