

Financial Hardship Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my current financial hardship that has impacted my ability to meet my financial obligations.

Due to [briefly explain the reason for financial hardship, e.g., loss of job, medical expenses, etc.], I am currently struggling to maintain my [payments/bills/etc.].

I kindly request your assistance in this matter. I am seeking to [discuss options for payment reduction, deferral, etc.], and I believe that together we can find an amicable solution that works for both parties.

Thank you for considering my situation. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]