

Financial Hardship Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I am writing to formally explain my current financial hardship which has greatly impacted my ability to meet my financial obligations. Due to [brief explanation of the situation, e.g., job loss, medical emergencies, unexpected expenses], I am struggling to manage my finances effectively.

As a result of these unforeseen circumstances, I have [describe any actions taken to alleviate the situation or any assistance you are seeking, such as payment plans, deferments, etc.]. I am committed to addressing my financial responsibilities and am exploring all available options to recover from this difficult period.

I kindly ask for your understanding and support during this challenging time. I am hopeful we can work together to find a solution that accommodates my current situation. Please let me know if you require any additional information or documentation to assist with my request.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]