

# Financial Hardship Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my current financial hardship that has impacted my ability to [make a payment/meet my obligations]. Due to [brief explanation of the cause of hardship, e.g., job loss, medical situation], I am unable to [specific obligation, e.g., make a payment due on a specific date].

Given my situation, I kindly request your understanding and support during this challenging time. I am seeking [specific assistance, e.g., a payment extension, a reduction in payment terms, etc.].

I appreciate your consideration of my circumstances, and I am hopeful we can find a suitable arrangement. Please feel free to reach out to me at your convenience to discuss this matter further.

Thank you for your understanding.

Sincerely,

[Your Name]