

# Letter of Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you that I have recently lost my job due to [reason for job loss, if comfortable sharing]. This unexpected situation has significantly impacted my financial stability and my ability to meet my loan repayment obligations.

As a result of this job loss, I am currently [describe your financial situation, e.g., experiencing difficulties in making the monthly loan payments]. I am actively seeking new employment and have already begun the job application process.

In light of my circumstances, I would like to discuss possible options that may be available to assist me during this challenging time. I am committed to fulfilling my loan obligations and am hopeful that we can find a solution that accommodates my current situation.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]