

Notification of Reduced Earnings

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Financial Institution Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Loan Officer's Name or Financial Institution],

I am writing to inform you that due to [briefly explain reason, e.g., unexpected job loss, reduced work hours], my earnings have significantly decreased. This change has impacted my financial situation and my ability to meet my financial obligations.

As of [insert date of reduction], my annual income has decreased from [previous income] to [current income]. I am currently exploring options to stabilize my financial situation, including [mention any steps you are taking, e.g., seeking new employment, applying for assistance programs].

I would like to discuss potential adjustments to my financial commitments, including [specific loans or obligations] that I currently hold with your institution. I appreciate your understanding and support during this challenging time.

Please feel free to contact me at [your phone number] or [your email address] to schedule a time to discuss this matter further.

Thank you for your attention and understanding.

Sincerely,

[Your Name]