

# **Subject: Request for Assistance Due to Financial Hardship**

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to you today to discuss a pressing matter regarding my current financial situation. Due to an unexpected drop in my income over the past few months, I have been facing significant financial challenges.

[Briefly explain the reasons for the income drop, e.g., job loss, reduced hours, health issues, etc.] For the past [duration], my financial stability has been compromised. This unforeseen change has made it increasingly difficult for me to meet my essential monthly expenses, including rent, utilities, and groceries.

I am actively seeking new employment opportunities and exploring additional sources of income, but it may take some time to regain my financial footing. In light of my circumstances, I would greatly appreciate any assistance or support that could be offered at this time. This could include [mention any specific requests, such as temporary financial aid, payment plans, or community resources].

Thank you for taking the time to consider my situation. I am hopeful that with your support, I will be able to navigate this challenging period. Please feel free to contact me at [your email or phone number] should you require any further information.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]