

Statement of Financial Difficulty

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Department/Organization Name]

[Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally request assistance due to my current financial difficulties. Due to [briefly explain your circumstance, e.g., job loss, medical emergency], my ability to meet financial obligations has been severely impacted.

As a result of these unforeseen challenges, I am unable to [describe specific obligations or payments you are struggling with]. I believe that with your understanding and support, I can work towards a resolution.

Attached, please find [mention any documents, e.g., income statements, bills, etc.] that provide a clearer picture of my current financial situation.

I sincerely request your consideration for assistance during this challenging time. Thank you for your understanding, and I look forward to your positive response.

Warm regards,

[Your Name]