

Financial Hardship Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge my current financial hardship that has affected my ability to meet my financial obligations.

Due to [brief description of circumstances, e.g., loss of job, medical expenses, etc.], I find myself in a precarious financial situation. As a result, I am unable to fulfill my commitments for [specific obligations, e.g., loan repayments, bills, etc.].

I assure you that I am taking proactive steps to improve my situation by [mention any actions you are taking, e.g., seeking employment, financial counseling, etc.]. I kindly ask for your understanding and consideration regarding my current predicament.

Thank you for your attention to this matter. I hope to discuss potential solutions or relief options with you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]