

# Request for Hardship Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a hardship extension regarding my [specific benefits, loan, or program] due to my recent job loss. I was employed at [Previous Employer's Name] until [Date of Job Loss], and since then, I have been actively seeking new employment.

The sudden loss of my job has placed a significant financial burden on me and my family. Despite my efforts to secure new employment, I have faced challenges in finding suitable opportunities that match my qualifications and experience.

Thank you for considering my request. I am hopeful for a positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]