

Financial Hardship Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance due to my current financial hardship. Due to [briefly explain reason for financial situation, e.g., job loss, medical expenses], I am struggling to meet my financial obligations.

As a result of my situation, I am kindly requesting [specify request, e.g., a reduction in payment, temporary deferment, or any relevant assistance]. I have attached relevant documentation to support my request.

I appreciate your understanding and consideration during this difficult time. I am hopeful for a positive response and am willing to discuss this matter further if needed.

Thank you for your time and support.

Sincerely,

[Your Name]