

Contract Release Request Due to Financial Hardship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a release from my contract dated [Insert Contract Date], due to ongoing financial hardship that has significantly impacted my ability to meet the contractual obligations.

Despite my best efforts to overcome these difficulties, including [briefly mention any steps taken], I am unable to continue under the terms of our agreement. I believe that it is in both our interests to address this situation amicably.

I kindly ask for your understanding and consideration in releasing me from the contract without penalty. I am hopeful for a prompt response so that I may explore alternative solutions moving forward.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]