

Financial Hardship Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you of my current financial situation resulting from the recent loss of my job. As of [Insert Job Loss Date], I was laid off from my position at [Insert Company Name] due to [brief explanation of reason, if applicable].

Since this unexpected job loss, I have been striving to secure new employment; however, the job market has proven to be quite challenging. As a result, I am struggling to meet my financial obligations, including [list specific obligations, e.g., rent/mortgage, utilities, etc.].

In light of these circumstances, I kindly request [specific assistance or relief you are seeking, e.g., a payment plan, a temporary deferment, etc.]. I believe that this assistance will provide me with the necessary time to regain my financial footing and ultimately work towards a stable future.

Thank you for considering my request. I appreciate your understanding and support during this difficult time.

Sincerely,

[Your Name]