

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Financial Hardship Consideration

I am writing to formally request your assistance regarding my current financial situation. Unfortunately, due to [briefly explain the reason for the financial hardship, e.g., loss of job, medical expenses, etc.], I am experiencing significant difficulties in meeting my financial obligations.

To provide a clearer picture, my income has been reduced/inflated due to [specific details], and I am currently unable to keep up with my payments for [list the obligations, e.g., mortgage, loans, bills].

I have explored various options to remedy my situation, including [briefly describe any steps you've taken, e.g., cutting expenses, seeking additional employment], but I am still struggling to make ends meet.

Therefore, I kindly request [explain what assistance you are seeking, e.g., a payment plan, temporary reduction in payments, waiver of fees].

I have attached [any relevant documents, e.g., financial statements, documentation of hardship] to support my request. I am hopeful that we can work together to find a solution that accommodates my current circumstances.

Thank you for your understanding and consideration. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]