

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Hardship Letter for HN Visa Application

Dear [Recipient's Name],

I am writing to formally address the hardship I am facing regarding my HN visa application. I believe it is essential to provide context regarding my situation and explain why my application merits your understanding and support.

[Paragraph 1: Explain your current situation briefly. Discuss your background, employment, or any relevant personal information.]

[Paragraph 2: Describe the hardship in detail. Include specific examples of how this impacts your life, family, or finances.]

[Paragraph 3: Detail any extenuating circumstances that contribute to your situation. This could include health issues, family obligations, or economic challenges.]

[Paragraph 4: Explain what you are requesting and how the approval of your HN visa will positively impact your life or resolve your hardships.]

I appreciate your consideration of my situation, and I am hopeful for a favorable response. Please feel free to contact me if you require further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]