

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

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

Subject: Hardship Letter for [Your Visa Type] Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request consideration for my [visa type] application based on significant personal hardship.

[Paragraph 1: Introduction]

Introduce yourself and provide your current situation regarding your visa application. Briefly explain why you are seeking this hardship consideration.

[Paragraph 2: Explanation of Hardship]

Detail the specific hardships you are facing. This can include financial difficulties, health issues, family circumstances, or any other relevant challenges. Be as specific and honest as possible.

[Paragraph 3: Supporting Evidence]

Mention any supporting documentation you are including with your letter to substantiate your claims. This could include medical records, financial statements, letters from employers, or testimonials.

[Paragraph 4: Request for Consideration]

Clearly state what you are asking for, whether it's expedited processing, a waiver, or another form of relief due to your hardship.

[Paragraph 5: Closing]

Thank the recipient for considering your request. Provide your contact information again and express your willingness to provide further information or documentation if needed.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]