

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

Dear [Recipient's Name],

I am writing to formally submit my loss of income report for your review. Due to [briefly explain the reason for loss of income, e.g., unforeseen circumstances, medical issues, job loss], I have experienced significant financial hardship.

Enclosed with this letter, you will find detailed information regarding my income prior to the incident, the duration of the loss, and any additional documentation required to support my claim. I have also included [mention any supporting documents, e.g., pay stubs, tax returns, letters from employers].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Thank you for your consideration.

Sincerely,
[Your Name]