

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Assertion of Income Loss

Dear [Recipient's Name],

I am writing to formally assert my claim regarding the loss of income I have experienced due to [briefly explain the situation or event leading to income loss, e.g., an incident, termination, etc.].

As a result of this incident, I have suffered financial hardship that has significantly impacted my ability to sustain my livelihood. My income loss is calculated as follows:

- **Previous Income:** [Insert amount]
- **Current Income:** [Insert amount]
- **Total Loss of Income:** [Insert amount]

I have attached documentation supporting my claim, including [mention relevant documents such as pay stubs, tax returns, contracts, or any evidence of income loss].

I respectfully request that you review my claim and respond within [insert a reasonable timeframe, e.g., 30 days] to allow for a resolution to this matter. I appreciate your attention to this urgent issue and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Your Signature (if sending a hard copy)]