

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of my current situation regarding my income. Due to a serious illness that I have been battling since [month, year], I have experienced a significant reduction in my income.

[Briefly describe your illness and how it has impacted your ability to work or earn income.]

As a result of these circumstances, I am facing financial difficulties and may need to explore options for assistance or adjustments to my current obligations. I am committed to resolving these issues and continue to fulfill my responsibilities to the best of my abilities. I would appreciate any support or guidance you can provide during this challenging time. Thank you for your understanding and consideration.

Sincerely,
[Your Name]