

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

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

Dear [Recipient's Name],

Subject: Reporting Loss of Income

I am writing to formally report a loss of income that I have experienced due to [briefly state the cause of the loss, e.g., unexpected illness, business downturn, etc.].

As a result of this situation, I have encountered significant financial difficulties. Specifically, I have lost approximately [amount of income lost] since [date loss began]. This loss has impacted my ability to [describe any impact on your financial situation, e.g., pay bills, support dependents, etc.].

I would appreciate any guidance or assistance that may be available to help mitigate the effects of this loss. Please let me know if you require any additional information or documentation to process my request.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]