

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

Dear [Recipient Name],

Subject: Notification of Income Loss

I hope this message finds you well. I am writing to formally notify you of a significant change in my financial circumstances due to a recent loss of income.

As of [date], I have experienced [briefly describe the reason for income loss, e.g., job loss, reduction in hours, etc.]. This change has greatly impacted my ability to [mention any relevant obligations or responsibilities affected].

I am currently seeking new employment opportunities and exploring options to stabilize my financial situation. In the meantime, I would appreciate any assistance or options you may have available that could help me during this challenging period.

Thank you for your understanding and support. Please feel free to reach out if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]