

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance due to a recent financial hardship I am experiencing as a result of a loss of income.

As of [date of income loss], I have encountered [briefly explain the reason for income loss, e.g., job loss, reduction in hours, etc.]. This situation has significantly impacted my financial stability and my ability to meet essential expenses, including [list specific expenses, e.g., rent, utilities, groceries].

I have been actively seeking new employment and/or alternative sources of income, but the process has been challenging. I am committed to resolving my financial situation and taking necessary steps to recover.

In light of my current circumstances, I kindly request [specific assistance you are seeking, e.g., payment arrangements, reduced payment, waiver of fees] to help me navigate this difficult period. I believe this support will provide me with the opportunity to regain my financial footing.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]