

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

Subject: Hardship Letter for Visa Application

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a hardship consideration regarding my visa application [insert application number or type of visa, if applicable].

Due to [briefly explain your situation, such as financial difficulties, health issues, or other personal circumstances], I am currently facing significant challenges that compel me to seek your understanding and support.

[Expand on your situation here, providing specific details about your circumstances, including any supporting evidence, if applicable. Discuss the impact of this hardship and the urgency of your request.]

I kindly ask for your consideration in this matter and appreciate any assistance you may be able to provide. Thank you for taking the time to review my situation.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]