

Financial Hardship Letter PDF

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Financial Hardship Letter

Dear [Recipient's Name],

I am writing to you to explain my current financial situation and to request your assistance. Due to unexpected circumstances, I am experiencing significant financial hardship and am unable to meet my financial obligations.

Background:

I have always been diligent about managing my finances, but recent events have severely impacted my ability to do so. [Provide a brief description of the events that led to your financial hardship, such as job loss, medical emergency, etc.]

Financial Details:

- Monthly Income: \$ _____
- Monthly Expenses: \$ _____

- Rent/Mortgage: \$ _____
- Utilities: \$ _____
- Groceries: \$ _____
- Medical Expenses: \$ _____
- Other: \$ _____

Request:

Given these circumstances, I am seeking [describe the assistance you are requesting, such as a payment plan, fee waiver, etc.]. This support will greatly assist me in managing my financial situation and getting back on my feet.

I appreciate your time and understanding in reviewing my situation. I am more than willing to provide any additional documentation required to support my request.

Thank you for your consideration.

Sincerely,

[Your Signature]

[Your Name]