

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

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Request for Supplemental Employment Hardship Verification Letter

Dear [Recipient Name],

I am writing to formally request a supplemental employment verification letter to document my current financial hardship for [mention purpose, e.g., a loan modification, scholarship application, or rental assistance].

I would appreciate it if the letter could confirm my employment status and include the following details regarding my change in circumstances:

- Current job title and dates of employment.
- Current gross income and frequency of pay.
- Details regarding [mention specific hardship, e.g., reduced hours, loss of overtime, or temporary furlough].
- The effective date of these changes.

If there is a specific form required by your office for this request, please let me know. Otherwise, a signed letter on company letterhead would be sufficient. I have attached [mention any supporting documents, if applicable] for your reference.

I would be grateful if this could be completed by [Date]. Please let me know if you require any further information from my side.

Thank you for your time and assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]