

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Financial Institution/Company Name]
[Company Address]

Subject: Request for Financial Hardship Documentation and Assistance

Dear [Recipient Name],

I am writing to formally notify you that I am currently experiencing significant financial hardship. Due to [briefly mention reason, e.g., loss of employment, medical emergency, or family crisis], I am having difficulty meeting my current financial obligations regarding [Account Number/Reference].

I am committed to fulfilling my responsibilities and would like to explore available options for payment relief, such as a loan modification, a temporary forbearance, or a revised payment plan.

Please provide me with a list of the specific documentation you require to evaluate my situation. Additionally, if there are specific hardship application forms I need to complete, please send them to my address listed above or provide a link to download them.

Currently, I am gathering the following documents to support my request:

- Recent pay stubs or proof of income change
- Bank statements from the last [number] months
- Relevant medical bills or legal notices
- A detailed monthly budget of my income and expenses

Thank you for your time and for helping me find a solution during this difficult period. I look forward to hearing from you regarding the next steps in this process.

Sincerely,

[Your Signature]

[Your Printed Name]