

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

[Date]

[Name of Financial Institution/Organization]
[Department Name, e.g., Hardship Department]
[Address of Institution]

Subject: Request for Financial Hardship Assistance - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request financial hardship assistance regarding my account mentioned above. Due to unexpected financial difficulties, I am currently unable to meet my regular payment obligations.

My financial hardship is due to: [Briefly state reason, e.g., job loss, medical emergency, or family crisis]. This situation began on [Date].

To help me manage my debt and regain financial stability, I would like to propose the following temporary arrangement: [e.g., a reduced monthly payment, a temporary suspension of payments, or a waived late fee].

I have attached documentation to support my request, including [List documents, e.g., paystips, medical bills, or a termination letter].

I am committed to fulfilling my financial obligations and intend to resume normal payments as soon as my situation improves. Please let me know if you require any further information or if there is a specific form I need to complete.

Thank you for your time and for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]