

HARDSHIP LETTER

To: _____

From: _____

Subject: _____

I am writing this letter to formally inform you of my current financial hardship which has significantly impacted my ability to meet my financial obligations. Due to unforeseen circumstances beyond my control, I am requesting consideration for a hardship accommodation in accordance with applicable laws and regulations.

Explanation of Hardship:

My hardship is a result of the following circumstances, which have adversely affected my financial situation and my ability to fulfill my obligations timely and in full: • [Describe specific hardship, e.g., loss of employment, medical emergency, reduction of income] • [Additional relevant details concerning your hardship] • [Explain how these circumstances impact your finances]

Requested Relief:

In light of the above, I respectfully request the following accommodations to assist me during this difficult period: • [Specify relief requested, e.g., payment deferral, loan modification, reduced payments] • [Any proposed payment plans or timelines] • [Other relevant requests or terms]

Supporting Documentation:

Enclosed with this letter are copies of documentation supporting my claim of hardship, including but not limited to: • [List of documents, e.g., recent pay stubs, medical bills, termination letter, bank statements] • [Any additional pertinent documents]

Acknowledgment:

I certify that the information provided in this letter is true and accurate to the best of my knowledge. I understand that providing false information may result in denial of my hardship request and other legal consequences.

Contact Information:

Please contact me at your earliest convenience to discuss this request or if additional information is needed. I appreciate your understanding and assistance during this challenging time.

Sincerely,

Name: _____

Signature: _____

Phone Number: _____

Email Address: _____

Applicant's Signature

Date

Signature: _____

Date: _____

Original source of this document:

<https://docs-finance.com/hardship-letter-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-finance.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.