

[Your Name]
[Your Employee ID]
[Your Department]
[Date]

[Manager's Name or HR Department Name]
[Company Name]
[Company Address]

Subject: Request for Emergency Financial Hardship Wage Modification

Dear [Recipient Name],

I am writing to formally request a temporary modification to my current wage or compensation structure due to unforeseen and severe financial hardship. This request is prompted by [briefly mention cause, e.g., an unexpected medical emergency, family crisis, or sudden housing instability].

I value my position at [Company Name] and remain fully committed to my responsibilities. However, my current financial situation has become critical, impacting my ability to maintain basic living requirements. I am requesting a [mention specific request, e.g., temporary hourly raise, advance on commissions, or shift to a higher-paying role/overtime] to help stabilize my situation during this period.

I am prepared to provide supporting documentation regarding my situation if required by the company's hardship policy. I am also open to discussing a timeline for when this modification could be reviewed or returned to my standard rate once the emergency has passed.

Thank you for your time, empathy, and for considering this urgent request. I look forward to discussing this with you further at your earliest convenience.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]