

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

[Date]

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

RE: Request for Compensation Amendment due to Sustained Financial Hardship

Dear [Recipient Name],

I am writing to formally request an amendment to my current compensation arrangement under the terms of our existing agreement dated [Original Contract Date].

Due to unforeseen and sustained financial hardship, my current financial obligations have become increasingly difficult to manage. Specifically, [briefly mention reason, e.g., significant medical expenses, increase in essential living costs, or changes in family circumstances]. These factors have created a long-term strain on my ability to maintain financial stability under my current [salary/payment schedule].

I am requesting a review of my compensation with the following proposed amendments:

- [Proposed change 1: e.g., Increase in base salary to \$X]
- [Proposed change 2: e.g., Modification of payment frequency to bi-weekly]
- [Proposed change 3: e.g., Inclusion of a temporary hardship allowance]

I remain fully committed to my role and the success of [Company Name]. I would appreciate the opportunity to discuss this request further and find a mutually beneficial solution that acknowledges my contributions while addressing these critical financial challenges.

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

Sincerely,

[Your Signature]

[Your Printed Name]