

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Account Number, if applicable]

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]

Re: Hardship Assistance Request due to Job Loss

Dear [Contact Person Name or Customer Service Team],

I am writing to formally notify you that I am currently experiencing significant financial hardship due to an unexpected job loss. As of [Date of Job Loss], I am no longer employed at [Former Employer Name], and as a result, my household income has been severely reduced.

I am committed to fulfilling my financial obligations to [Company Name], but my current circumstances make it difficult to maintain my regular payment schedule. I am actively seeking new employment and have applied for unemployment benefits, but I require temporary assistance to manage my account during this transition.

I would like to request that you consider the following options for my account:

- A temporary reduction in my monthly payments
- A temporary deferment or forbearance of payments
- A waiver of late fees during this period
- A revised payment plan that fits my current budget

Enclosed/Attached please find documentation regarding my unemployment, including [mention documents like a termination letter or unemployment claim].

I would appreciate the opportunity to discuss a solution that works for both parties. Please let me know what programs or options are available to assist customers in my situation. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your time, understanding, and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]