

[Your Full Name]
[Rank/Grade]
[Unit/Organization]
[Current Address]
[Phone Number]
[Email Address]

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]

Subject: Request for Hardship Assistance Regarding Active Duty Deployment

To Whom It May Concern,

I am writing to formally request assistance or a modification to my current obligations due to my upcoming active duty deployment. I have received official military orders to deploy to [Location] starting on [Start Date] for an expected duration of [Length of Deployment].

This deployment creates a significant financial and logistical hardship for myself and my family. Due to the change in my income and my absence from my primary residence, I am requesting the following assistance:

- [Request 1: e.g., Interest rate reduction under the Servicemembers Civil Relief Act (SCRA)]
- [Request 2: e.g., Temporary suspension of monthly payments]
- [Request 3: e.g., Early termination of lease/contract without penalty]

Enclosed with this letter is a copy of my official deployment orders. I am committed to fulfilling my responsibilities and hope that we can reach an arrangement that accounts for my service obligations.

Please contact me at your earliest convenience to discuss available options or to confirm that these changes have been applied to my account. If you require further documentation, I can be reached via the contact information provided above.

Thank you for your time, your support of the military community, and your consideration of this request.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: Official Deployment Orders