

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

[Date]

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

RE: Hardship Letter - Account Number: [Account Number]

Dear [Recipient Name or Customer Service Department],

I am writing to formally request a temporary financial arrangement or assistance due to a sudden and unforeseen change in my household's financial situation. As of [Date], the primary earner of our household, [Name of Incarcerated Person], has been incarcerated.

This event has resulted in an immediate and total loss of our primary source of income. Because [Name of Incarcerated Person] was responsible for [Percentage]% of our monthly expenses, I am currently facing a severe financial hardship that makes it impossible to maintain our regular payment schedule at this time.

I am committed to fulfilling my financial obligations and am working diligently to find alternative sources of income and adjust my budget. In the meantime, I am requesting the following:

- [Option 1: A temporary suspension of payments for 90 days]
- [Option 2: A reduced monthly payment plan of \$X.XX]
- [Option 3: A waiver of late fees during this transition period]

I have attached [List of documentation, e.g., booking records or court documents] as proof of these circumstances. I will notify you immediately once my financial situation stabilizes.

Thank you for your understanding and for considering my request during this difficult time. I look forward to hearing from you regarding a possible solution.

Sincerely,

[Your Signature]

[Your Printed Name]