

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Rent Board/Housing Authority]  
[Department Name, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: Request for Financial Hardship Exemption - [Your Property Address/Case Number]**

To the Members of the Rent Board,

I am writing to formally request a financial hardship exemption regarding [mention specific issue, e.g., the recent rent increase notice / payment of the annual rental fee / compliance with specific ordinance].

I am currently experiencing significant financial hardship due to [briefly state reason, e.g., loss of employment, medical expenses, or fixed income limitations]. As a result, the current [rent amount/fee] poses an extreme burden on my ability to maintain basic necessities.

In support of this request, I have enclosed the following documentation:

- [Document 1, e.g., Recent pay stubs or proof of unemployment]
- [Document 2, e.g., Bank statements]
- [Document 3, e.g., Medical bills or disability statements]
- [Document 4, e.g., Completed Hardship Application Form]

I respectfully ask that the Board review my circumstances and grant an exemption or a reduction in the required payment. I am available to provide any additional information or attend a hearing if necessary.

Thank you for your time and consideration of this request.

Sincerely,

[Your Signature]

[Your Printed Name]