

[Date]
[Your street]
[Your suburb and postcode]
[Your phone number]

To whom it may concern,

<Account / Agreement Number>

A change in circumstances has led me to experience financial difficulty. I am writing this letter to apply for financial hardship assistance.

Please find below my Statement of Financial Position. I am requesting that you accept payments of [\$ enter amount] whilst I try and resolve my situation. I appreciate your compassion as you consider my circumstances.

I thank you for your co-operation and request that you notify me in writing with your decision.

Yours sincerely

[Your name]

STATEMENT OF FINANCIAL POSITION

Name/s: _____

Account No: _____

EXPENSES – Monthly	\$	LIABILITIES	\$
Rent		Overdrafts	
Mortgage		Credit Card	
Rates		Credit Card	
Home maintenance		Credit Card	
Electricity/gas/water		Store Card	
Phone/Internet			
Food		Mortgage (joint y/n)	
Child maintenance		Mortgage (joint y/n)	
Other child expenses			
Education expenses		Investment Loans	
Hair/clothes/shoes			
Medical/chemist		Other secured payments	
Car Expenses:		Other Liabilities:	
Registration		Taxation	
Insurance		Fines	
Fuel/maintenance			
Other payments: fines etc		Rates	
Other insurance		Other:	
Incidentals		Other:	
Total Monthly Expenditure		Total Liabilities	
INCOME – Monthly	\$	ASSETS	\$
Income Earner 1 (net pay)		Bank Accounts	
Income Earner 2 (net pay)		Property	
Centrelink/ Govt Pension		Motor Vehicles	
Other		Boats/Caravans etc	
Total Monthly Income		Household Furniture/effects	
		Superannuation	
		Life Insurance	
		Shares/bonds/investments	
		Other	
		Total Assets	
Uncommitted Income		Net Assets	