

To Whom this May Concern:

I am writing to you to ask for your assistance at a time of personal financial hardship.

Congress and the President have not reached agreement on the appropriations bill for my organization within the Department of Health and Human Services (DHHS). As a result, I have been furloughed.

This action makes it exceedingly difficult for me to meet my financial obligations. I would appreciate any assistance you could provide in arranging the postponement, temporary reduction, or rescheduling of payments for any current financial obligation with your organization.

I want to assure you that this is a temporary situation beyond my control. I will be returned to a regular pay status once the furlough is over. If you need to verify my employment information, you may contact TALX at <http://www.theworknumber.com/index/asp> or at 800-367-5690 between the hours of 7:00am and 8:00pm central time Monday through Friday. The HHS Employer Code is, 14775.

Sincerely,

Name