Name of the sender

Address of the sender

Date:

**Subject: explanation of declining income**

Dear Mr. XYZ,

I am writing this letter to explain the reason for declining income from the previous year. At the start of 2020, my wife was diagnosed with a brain tumor. She was not able to work like she used to do before. Due to her declining performance and health, she was laid off from work. At the time when we were in a precarious financial situation already, I had to arrange money for her treatment also.

Since I was the only person at home responsible to bring home the bacon, I was barely paying the bills and house mortgage. Because I was also managing the treatment expenses of my wife, my all expenses skyrocketed.

I am applying for different financial grants because I am in dire need to get the grant to continue my education.

I am attaching my bank statement along with proof of declining income that will let you know why I am not able to pay my fee. I would like to say thanks to you for all the time you gave to me. I am looking forward to hearing from you.

Regards,

Name

Signatures