The Social Security Administration Logo

SOCIAL SECURITY

[Enter effective date of furlough here]

To Whom This May Concern:

I am writing to you on behalf of the Social Security Administration (SSA) to ask for your assistance at a time of personal financial hardship for my employee, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Congress and the President have not reached agreement on the appropriations bill for SSA. Since SSA has no funding at this time to pay employee salaries, we have been required to furlough employees.

This action will make it exceedingly difficult for many employees to meet their financial obligations. Any assistance you could provide in arranging the postponement, temporary reduction, or rescheduling of payments for any current financial obligation with your organization is appreciated.

On behalf of SSA, I want to assure you that this is a temporary situation beyond our employees’ control and that they will be returned to pay status as soon as possible. If you need additional information, you may contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Management Official/Title)