

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request assistance due to my current financial hardship.

Due to [briefly explain your situation, e.g., job loss, medical emergency, etc.], my financial situation has become challenging, and I am struggling to meet my essential needs such as [list specific needs, e.g., housing, food, medical bills].

I am reaching out to inquire about any available resources or support programs that could assist me during this difficult time. Any guidance or assistance you could provide would be greatly appreciated.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]