

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request financial assistance from [Department/Agency Name] due to [briefly explain your situation, e.g., unexpected medical expenses, job loss, etc.].

Unfortunately, [provide a brief description of your circumstances and why you are in need of assistance]. This situation has significantly impacted my ability to [mention how it's affecting your financial stability].

I am respectfully requesting financial assistance to help me cover [specify the purpose, e.g., rent, utilities, medical bills, etc.]. I have attached [mention any supporting documents, e.g., pay stubs, bills, medical records, etc.] to provide more context regarding my request.

I sincerely appreciate your time and consideration of my situation and look forward to your favorable response. Should you require any additional information or documentation, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]