

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Financial Assistance

I hope this letter finds you well. My name is [Your Name], and I am a valued customer of [Bank's Name] with an account number [Account Number]. I am writing to formally request financial assistance due to [briefly explain your situation, e.g., unexpected expenses, loss of income, etc.]. Due to these circumstances, I am currently facing difficulty in managing my financial obligations. I kindly request [specific type of assistance, e.g., a personal loan, temporary reduction in payments, etc.], which would significantly help me navigate this challenging period.

I have maintained a good standing with the bank and believe that with your support, I can overcome this hurdle. I am happy to provide any necessary documentation or further information needed to process my request.

Thank you for considering my application. I look forward to your prompt response and assistance.

Sincerely,

[Your Name]