

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to reach out for assistance regarding an urgent matter related to my medical expenses. Due to [briefly explain your medical situation], I am facing unexpected medical bills that I am currently unable to cover. The total amount required is approximately [insert amount].

I am kindly requesting your help in borrowing this amount. I assure you that I will repay the loan by [propose a repayment plan or date]. Your support would greatly alleviate the financial burden during this challenging time.

Thank you for considering my request. I appreciate your time and understanding. Please let me know if you would like to discuss this matter further.

Warm regards,

[Your Name]

[Your Phone Number]