

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Financial Assistance

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request financial assistance for [briefly explain the purpose of the request, e.g., medical expenses, educational needs, etc.]. [Provide a detailed explanation of your situation, including any relevant background information, financial hardships, and the specific amount you are requesting.]

I have explored other avenues for financial support, and I believe that your organization can provide the assistance I need to [explain the impact the assistance will have on your situation].

I have attached [mention any documents that support your request, e.g., income statements, bills, etc.], which provide further insight into my current circumstances.

Thank you for considering my request. I appreciate any help you can provide during this challenging time. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]