

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request financial relief due to [specific reason--e.g., job loss, medical expenses, unexpected financial burden].

Due to [explain your situation briefly], I am currently facing significant financial challenges that have made it difficult for me to meet my financial obligations, including [list specific obligations, e.g., rent, utilities, medical bills].

I have taken steps to address my circumstances, such as [mention any actions taken, e.g., seeking employment, cutting expenses], but I still find myself in need of assistance. I kindly request your support in the form of [specific type of assistance--e.g., a grant, temporary relief, payment plan].

Thank you for considering my request. I am hopeful that with your support, I can navigate this challenging period. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]