

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request financial assistance to support [briefly explain your situation or purpose, e.g., "my education," "medical expenses," "a community project," etc.]. Due to [briefly describe your circumstances, e.g., "unexpected medical bills," "loss of job," "financial hardship due to a family emergency," etc.], I am facing challenges that have made it difficult to [explain how it affects you, e.g., "continue my studies," "afford necessary treatments," etc.].

I am seeking [specific amount or type of assistance, e.g., "a scholarship," "a grant," "a loan," etc.] to help alleviate some of these burdens. Your support would enable me to [briefly explain how the assistance would help you, e.g., "complete my degree," "receive necessary treatment," etc.].

Thank you for considering my request. I appreciate your time and support. Please feel free to contact me if you require any additional information or documentation.

Sincerely,

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