

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request financial assistance for [briefly explain the purpose, e.g., "a upcoming project," "personal circumstances," etc.].

[Provide a detailed explanation of the request, including the amount needed, how the funds will be used, and the impact of receiving support.]

I greatly appreciate your consideration of my request, and I am available for further discussion should you require any additional information.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]