

[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],

I am writing to formally request economic support from [Organization Name] due to [briefly explain your situation, e.g., unemployment, medical challenges, or specific project need].

[Provide a detailed description of your circumstances and the reasons you are seeking support. Include any relevant information about your current financial situation and how the support would help you.]

I have attached [mention any documents, such as proof of income, bills, or project proposals] to further illustrate my situation. I believe that with your assistance, I can [explain what you hope to achieve with the support].

Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]