

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request financial assistance to [briefly state the purpose, e.g., cover unexpected medical expenses, support my education, etc.].

Due to [explain your situation briefly, e.g., a recent job loss, medical emergency], I am currently facing financial difficulties. [Provide a bit more detail on your situation and why you need assistance].

I am seeking a financial assistance amount of [specific amount] to help me [explain what the funds will be used for]. I have attached [any relevant documentation, if applicable, such as a budget, bills, etc.] to provide further context regarding my situation.

I appreciate your consideration of my request and any help you can provide. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]