

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request assistance due to recent economic hardships that have significantly impacted my financial situation.

[Briefly explain your situation and the specific reasons for your economic hardship, such as job loss, medical expenses, etc.]

Given these circumstances, I am seeking [specific assistance needed, e.g., financial aid, housing support, food assistance, etc.]. I believe that this support will greatly assist me in navigating this challenging period and enable me to regain my stability.

I appreciate any help you can provide and am willing to provide further information if needed. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]