

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department Name]
[Government Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for economic aid through [specific program name, if applicable] as I am currently facing financial hardship due to [briefly explain your situation, e.g., job loss, medical expenses, etc.]. [Provide details about your financial situation, including any relevant personal circumstances, and why you are seeking aid.]

I have attached the necessary documents, including [list any supporting documents such as income statements, proof of employment, etc.], to support my application.

Thank you for considering my request for assistance. I hope for a positive response and appreciate any help you can provide during these challenging times.

Sincerely,
[Your Name]