

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request economic assistance due to [briefly explain your situation, e.g., a recent job loss, unexpected medical expenses, etc.].

As a result of [describe the impact of the situation, e.g., loss of income, increased bills, etc.], I am finding it increasingly difficult to meet my basic needs such as [list specific needs, e.g., housing, food, healthcare].

I am seeking assistance in the form of [specify the type of assistance you are requesting, e.g., financial aid, access to services, etc.]. I believe that with this support, I can [explain how the assistance will help you improve your situation].

I have attached [list any supporting documents like pay stubs, medical bills, etc.] to provide further context to my request.

Thank you for considering my application for assistance. I appreciate any help you can offer during this challenging time. Please feel free to contact me at [your phone number or email address] if you need any additional information.

Sincerely,
[Your Name]