

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request temporary financial relief due to the unforeseen challenges I am currently facing.

Due to [briefly explain your situation, e.g., job loss, medical expenses, etc.], I am experiencing significant financial strain. I have exhausted my savings and am struggling to meet my essential obligations, including [list specific obligations, e.g., rent, utilities, medical bills].

I kindly ask for your assistance in the form of [specific type of relief, e.g., a grant, loan, or payment plan]. This support would provide me with the necessary time to [explain your plan to stabilize your situation, such as finding new employment or reducing expenses].

Thank you for considering my request. I am hopeful for your understanding and support during this challenging time. I am happy to provide any additional documentation or information needed to support my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]