

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

Dear [Recipient's Name],

I am writing to formally request economic assistance from [Organization/Agency Name]. Due to [briefly explain your situation, e.g., job loss, medical expenses, etc.], I am facing significant financial hardship.

I would greatly appreciate any support you can provide to help me navigate this challenging time. Specifically, I am seeking assistance in the form of [mention the type of assistance needed, e.g., financial aid, food support, housing assistance, etc.].

Attached to this letter, you will find [list any supporting documents you are including, e.g., proof of income, medical records, etc.]. These documents provide further detail about my circumstances and eligibility for assistance.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]