

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request economic assistance following my recent job loss. My name is [Your Name], and I have been employed as a [Your Job Title] at [Company Name] for the past [Duration]. Unfortunately, due to [brief explanation of circumstances leading to job loss], I am now seeking financial support during this challenging time.

The loss of my job has significantly impacted my ability to meet my financial obligations, including [mention specific expenses such as rent, utilities, food, etc.]. I have actively sought new employment opportunities but have faced [brief explanation of job search efforts and challenges].

I am kindly requesting your assistance in providing resources or support that could aid me in this period of transition. Any help with [specific types of assistance you are seeking, e.g., financial aid, job placement services, food assistance] would be immensely appreciated as I navigate this difficult situation.

Thank you for considering my request. I am hopeful for your support and look forward to any assistance you may be able to provide.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]