

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to seek assistance due to my current economic hardship.

Due to [briefly explain the reason for your hardship, e.g., loss of job, medical emergencies, etc.], I have found myself in a challenging financial situation that has made it difficult to meet essential expenses such as [list specific expenses, e.g., rent, utilities, groceries, etc.]. Despite my efforts to [mention any actions taken, e.g., look for work, cut expenses, etc.], I am struggling to make ends meet.

I am reaching out to your organization for support during this difficult time. Any assistance you could provide would be greatly appreciated and would make a significant difference in my ability to get back on my feet. Thank you for considering my request. I can provide additional documentation if needed, and I am hopeful for your understanding and assistance.

Sincerely,
[Your Name]