

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

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

Dear [Recipient's Name],

Subject: Request for Economic Assistance

I hope this letter finds you well. My name is [Your Name], and I am reaching out to request economic assistance due to [briefly explain your situation, e.g., financial hardship, unemployment, medical bills, etc.]. [Provide a detailed explanation of your circumstances, including any relevant information that supports your request. Mention any previous support received, if applicable, and the impact of the current situation on your life.]

As a result of [specific reasons for your financial difficulty], I am struggling to meet essential needs such as [mention specific needs like housing, food, healthcare, etc.].

I have explored other avenues for assistance, including [list any other support systems you have approached], but unfortunately, I have not been able to secure the necessary help.

I kindly request your support in the form of [specify the type of assistance you are seeking, e.g., monetary aid, resources, services, etc.]. This assistance will greatly aid in [explain how the assistance will help alleviate your situation].

Thank you for considering my request. I appreciate your time and attention to my situation. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Sincerely,  
[Your Name]