

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

Dear [Recipient Name],

Subject: Request for Economic Hardship Assistance

I hope this message finds you well. I am writing to formally request assistance due to my current economic hardship caused by [briefly explain the reason for the hardship, e.g., job loss, medical expenses, etc.].

Due to these unforeseen circumstances, I am unable to meet my financial obligations, including [mention specific obligations such as rent, utilities, groceries, medical bills, etc.].

I have attached [list any documents you are including, such as financial statements, proof of loss of income, etc.] to support my request for assistance.

I would greatly appreciate any help or guidance you can provide during this difficult time, whether it be financial assistance, resources, or referrals to other support services.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]