

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request financial assistance from [Organization's Name] due to [briefly explain your situation, e.g., unexpected medical expenses, job loss, etc.]. Despite my best efforts to manage my finances, [elaborate on your situation, providing relevant details that support your request].

I am reaching out to inquire if your organization can assist me with [specify the amount or type of assistance needed]. I believe that with this support, I can [explain how the assistance will benefit you, e.g., get back on my feet, cover essential expenses, etc.].

Enclosed with this letter are [list any documents you are providing, such as income statements, medical bills, etc.]. I hope you will consider my request, and I am happy to provide any further information needed.

Thank you for considering my application for financial assistance. I look forward to your positive response.

Sincerely,  
[Your Name]