

[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],

I hope this letter finds you well. I am writing to formally request financial assistance from [Organization Name] due to [briefly explain your situation and reasons for the request].

As a [your current situation, e.g., student, parent, unemployed], I am currently facing [describe the financial difficulties you are experiencing]. Despite my efforts to manage my expenses, [explain any specific challenges, e.g., medical emergencies, unexpected job loss].

I am seeking assistance of [specific amount or type of support you need] to help [explain how the funds will be used, e.g., cover essential bills, educational expenses]. I have attached [mention any supporting documents, e.g., budget, bills, or proof of income] for your reference.

I appreciate your consideration of my request. Thank you for your time and support, and I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]