

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

Dear [Recipient's Name],

I am writing to formally request assistance under the Families First Coronavirus Response Act (FFCRA) due to [briefly explain your hardship situation, e.g., loss of income, medical issue, caregiving responsibilities].

[Explain your circumstances in more detail, including how the situation has impacted you and your ability to work or meet financial obligations.]

I would appreciate any assistance you can provide, whether that includes [mention specific assistance requested, such as paid sick leave, expanded family leave, etc.].

Thank you for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]