

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request financial assistance for my family due to [briefly explain your situation, e.g., recent unemployment, medical expenses, etc.].

[Provide a detailed explanation of your circumstances, including any relevant information about your family, financial situation, and why you are seeking assistance.]

We have explored various options to alleviate our financial burden, but unfortunately, we have not been able to find a sustainable solution.

Any support you can provide would make a significant difference for us during this challenging time.

Thank you for considering my request. I am hopeful for your support and look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]