

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request funding assistance for personal expenses that I am currently facing.

[Briefly explain your situation and the reasons for your request. Be specific about the expenses and any relevant background information.]

I believe that with your support, I can navigate this challenging period. The financial assistance will be instrumental in helping me [explain what the funding will help you achieve or improve in your situation].

I would be immensely grateful for any financial help you could provide.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]