

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request financial support for [specific purpose or project]. Due to [brief explanation of your situation, e.g., unexpected expenses, loss of income, etc.], I find myself in need of assistance to [explain what the funds will be used for and how they will help you].

I appreciate any support you can provide and am willing to discuss this matter further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]