

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

[Recipient's Name]  
[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 financial assistance due to [brief explanation of your situation, e.g., unexpected medical expenses, loss of income, etc.].

Despite my best efforts to manage my finances, [explain the circumstances that have led to your request]. This has resulted in a significant strain on my resources.

I am seeking financial assistance to help cover [specify the intended use of funds, e.g., rent, medical bills, education expenses, etc.]. Your support would greatly alleviate my financial burden and allow me to [mention the positive outcome of receiving assistance].

I am more than willing to provide any documentation you may require to support my request. Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]