

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request financial assistance through the Employee Assistance Program (EAP) due to [briefly explain your situation or reason for the request, e.g., unexpected medical expenses, financial hardship, etc.].

[Provide more detailed information about your situation, including any relevant dates, amounts, or impacts on your finances. Be factual and concise.]

I have explored other options to improve my financial situation, including [list any steps you have taken, such as budgeting, seeking additional employment, etc.]. Despite these efforts, I find myself in need of support during this challenging time.

I kindly request assistance in the amount of [specific amount] to help cover [explain what the funds will be used for]. I believe this support would significantly alleviate my current challenges and help me regain stability.

Thank you for considering my request. I genuinely appreciate any assistance you can provide and look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]