

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

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

Dear [Recipient Name/Title],

Subject: Request for Financial Assistance

I hope this message finds you well. My name is [Your Name], and I am a [Your Position] at [Company/Organization Name]. I am reaching out to discuss a matter of personal financial hardship that I am currently facing.

Due to [briefly explain the situation causing financial distress, e.g., unexpected medical bills, loss of income, etc.], I am finding it increasingly difficult to manage my financial obligations.

I am respectfully requesting financial assistance to help alleviate some of the pressures I am currently experiencing. Any support you could provide would be greatly appreciated as it will help me navigate this challenging period.

Thank you for considering my request. I am hopeful for a positive response and am more than willing to discuss this matter further.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]