

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. I am writing to request your consideration for financial assistance due to [briefly state the reason for your request, e.g., unexpected medical expenses, educational costs, etc.].

As you know, [mention your position and how long you have been with the company]. I have always strived to contribute positively to our team and company goals. However, I am currently facing a [describe your financial situation in a few sentences, emphasizing its urgency and necessity].

I am seeking support in the form of [specify the type of financial assistance you are requesting, e.g., a loan, grant, etc.], which would greatly alleviate my current burdens and allow me to [mention any plans to improve your situation, e.g., focus on work, continue education, etc.].

I greatly appreciate your consideration of my request and am willing to discuss this matter further at your earliest convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Job Title]