

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request financial assistance from our workplace financial aid program.

As you may know, I have been experiencing [briefly explain the reason, e.g., unexpected medical expenses, educational costs, etc.]. This situation has placed a significant strain on my finances, and I am seeking support to help alleviate some of this burden.

I have attached [mention any documents, such as bills, estimates, or proof of expenses] to provide more context regarding my situation. I believe that this financial aid would help me [explain how the aid will assist you, e.g., continue my education, cover necessary expenses, etc.].

Thank you for considering my request. I appreciate any support the company can provide during this challenging time. Please let me know if you need any further information.

Sincerely,

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