

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

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

Dear [Recipient Name],

I am writing to formally apply for the Financial Assistance Program (FPL) offered by [Organization/Company Name]. My circumstances have changed significantly, and I believe I may qualify for assistance.

[Provide a brief explanation of your situation, including relevant details that support your application.]

I have attached all necessary documentation, including [list any documents you are including, such as income statements, personal identification, etc.].

I appreciate your time and consideration of my application. I look forward to the possibility of receiving assistance through your program. Thank you for your attention to this matter.

Sincerely,
[Your Name]