

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance through the Federal Poverty Level (FPL) aid program. Due to [briefly explain your situation, e.g., job loss, medical expenses, etc.], my financial situation has become increasingly challenging.

I meet the eligibility criteria for the FPL aid and have attached the necessary documentation to support my application. This includes [list any attached documents, e.g., proof of income, medical bills, etc.].

I kindly ask for your consideration of my application and any assistance you may be able to provide. Should you need any additional information or documentation, please feel free to contact me at [your phone number] or [your email address].

Thank you for your time and attention to my request. I look forward to your prompt response.

Sincerely,
[Your Name]