

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Department]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request assistance with the Federal Poverty Level (FPL) requirements as it pertains to [specific request or situation]. My current financial situation has made it challenging for me to [explain your circumstances briefly].

I have enclosed [mention any enclosed documents, such as income statements, tax returns, or other relevant information] to provide a clearer picture of my financial status.

I appreciate your attention to my request, and I hope for your understanding and support in this matter. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Thank you for your consideration.

Sincerely,  
[Your Name]

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[Your Organization's Letterhead]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Title or Name],  
Subject: Request for FPL Assistance

We are writing on behalf of [Client's Name] to seek assistance regarding the Federal Poverty Level (FPL) criteria for [reason for request]. Due to [brief description of the client's situation], we believe that [Client's Name] qualifies for assistance based on FPL guidelines.

Attached are the necessary documents that validate [Client's Name]'s financial situation, including [list the documents].

We appreciate your timely assistance and consideration of this request. Should you need further information, please do not hesitate to reach out at [contact information].

Thank you for your support.

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]