

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

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

Dear [Recipient Name],

Subject: Request for Housing Welfare Assistance (HWA)

I hope this letter finds you well. I am writing to formally request Housing Welfare Assistance (HWA) due to [briefly explain your situation, e.g., financial hardship, health issues, etc.].

[Provide a detailed explanation of your circumstances, including any relevant information that supports your request, such as income, family situation, and housing needs.]

I have attached [list any supporting documents, such as proof of income, rent statements, etc.] for your review. I kindly ask that you consider my request for assistance, as it would greatly contribute to my ability to [explain how the assistance would help you].

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]