

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

Dear [Recipient Name],

I am writing to formally apply for individual income assistance. I believe that my current financial situation aligns with the eligibility criteria for your program.

Due to [briefly explain your circumstances, e.g., job loss, medical expenses, etc.], I have found it increasingly difficult to meet my financial obligations. I have attached the necessary documentation, including [list documents, e.g., proof of income, expenses, identification, etc.], to support my application.

I appreciate the time you will take to review my application and I am hopeful for your consideration. Please do not hesitate to contact me if you require any further information. Thank you for your attention to this matter.

Sincerely,  
[Your Name]