

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

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

Dear [Recipient's Name],

I am writing to request support for [specific issue or need]. [Briefly explain the situation and why you need support].

[Include any relevant details or documentation to strengthen your request].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]