

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

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

Dear [Recipient's Name],

Subject: Letter of Financial Assistance (LFA)

I hope this message finds you well. I am writing to request financial assistance due to [briefly explain the reason, such as financial hardship, medical expenses, etc.].

[Provide a detailed explanation of your situation, including any relevant circumstances and how they have affected your finances.]

I am seeking assistance in the amount of [\$ amount] to help cover [explain what the funds will be used for, e.g., medical bills, rent, utility payments, etc.].

[If applicable, mention any efforts you have made to address your financial situation, such as applying for assistance programs, seeking employment, etc.]

I appreciate your time and consideration regarding this matter. I hope to hear from you soon regarding my request.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]