

[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],

I hope this letter finds you well. I am writing to formally address the significant financial difficulties I have been facing due to my recent job loss from [Company Name], effective [Date of Job Loss].

As you are aware, my position as [Your Job Title] was a substantial source of income for me and my family. Since my departure, I have been struggling to meet my financial obligations, which has resulted in considerable stress and hardship.

I respectfully request any assistance or resources available within [Company/Organization Name] that may help mitigate the financial impact of my job loss. Additionally, I would appreciate guidance on any programs or services that could support individuals in my situation.

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

Sincerely,
[Your Name]