

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address my current situation regarding income disruption due to recent layoffs at [Company Name].

As you may be aware, I was employed as a [Your Job Title] from [Start Date] until the recent layoff on [Layoff Date]. This unforeseen circumstance has significantly impacted my financial stability, as I have lost a primary source of income.

I would like to inquire about any support or assistance programs that [Company Name] may offer to employees affected by the layoffs.

Additionally, if there are any resources or recommendations you could provide for navigating this challenging period, I would greatly appreciate it.

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

Sincerely,

[Your Name]