

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

Dear [Recipient Name],

I am writing to formally request assistance due to a loss of income I have experienced as a result of [briefly explain the reason for income loss, e.g., job loss, illness, unexpected expenses, etc.].

As of [date of income loss], my financial situation has significantly changed, and I am struggling to meet my essential living expenses, including [mention specific expenses, e.g., rent/mortgage, utilities, groceries, etc.].

I have attached relevant documentation to support my request, including [list attached documents, e.g., pay stubs, termination letters, or medical records].

I kindly request any available assistance that your organization can provide to help me through this difficult time. Thank you for considering my request, and I look forward to your prompt response.

Sincerely,  
[Your Name]