

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am reaching out to you regarding an unexpected request that has arisen.

[Briefly explain the nature of the ask, including any relevant details].

Given the circumstances, I would greatly appreciate your support in  
[specific details of what you are asking for]. I understand that this may  
be an unusual request, but [provide any justification or context that may  
be helpful].

If you need any further information or would like to discuss this in more  
detail, please don't hesitate to reach out.

Thank you very much for considering my request. I look forward to your  
response.

Best regards,

[Your Name]