

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

Dear [Recipient's Name],

I am writing to formally apply for income-based assistance due to my current financial situation. My name is [Your Full Name], and I reside at the address listed above.

As a result of [briefly explain your circumstances--e.g., job loss, medical emergencies, etc.], my income has significantly decreased, making it difficult for me to meet my necessary living expenses. I have attached the required documentation, including [list any supporting documents, such as pay stubs, tax returns, etc.], to support my application.

I kindly request your consideration of my application for assistance, as I believe it will greatly help me [mention how the assistance will assist you, e.g., cover essential bills, provide food, etc.].

Thank you for your time and attention to my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]