

[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 am writing to formally apply for the individual income assistance program offered by [Company/Organization Name]. I am seeking support for the following reasons: [briefly explain your situation and need for assistance].

To provide you with the necessary information, I have attached the required documents, including [list any documents such as income statements, tax returns, etc.]. I believe that with this assistance, I will be able to [briefly explain how the assistance will help you].

Thank you for considering my application. I look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,  
[Your Name]