

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

[Recipient Name]  
[Title/Position]  
TTCU Financial  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request financial assistance from TTCU due to [briefly explain your situation or reason for assistance, e.g., unexpected medical expenses, job loss, etc.].

[Provide a detailed explanation of your current financial situation, including any relevant background information and specifics about your needs. Be honest and concise.]

I have been a member of TTCU since [year] and have always appreciated the support and services provided. I am seeking [mention the specific type of assistance you are requesting, such as a loan, grant, or payment plan adjustment].

Thank you for considering my request. I greatly appreciate your assistance during this challenging time. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,  
[Your Name]  
[Your Membership Number, if applicable]