

Beneficiary Claim Request for Informal Support

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request assistance as a beneficiary of the [specify the fund or program name] program. Due to [briefly explain your situation], I have found myself in need of informal support.

As a beneficiary, I understand that I may qualify for [specify any particular support or funds]. I would greatly appreciate any information or assistance you could provide regarding the next steps in this process.

Thank you very much for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]