

Application for Emergency Withdrawal Due to Hardship

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an emergency withdrawal from my [Account/Program] due to significant financial hardship I am currently experiencing.

Due to [briefly explain your situation, e.g., unexpected medical expenses, loss of employment, etc.], I find myself in a position where I am unable to meet my financial obligations. After careful consideration, I believe an emergency withdrawal is the only viable solution to alleviate my current predicament.

I kindly ask for your understanding and support in processing my request. I am ready to provide any necessary documentation to verify my situation and comply with any requirements you may have.

Thank you for considering my application. I appreciate your time and assistance in this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]