

Request for Urgent Hardship Fund Release

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the urgent release of funds from the hardship fund due to unforeseen circumstances that have placed considerable financial strain on my family.

As you may be aware, [briefly explain the situation causing hardship, e.g., medical emergency, job loss, etc.]. This has resulted in significant expenses and has affected my ability to meet basic needs such as food, housing, and medical care.

Given the urgent nature of my situation, I kindly request that the necessary funds be released at your earliest convenience. I have attached any relevant documentation to support my request.

Thank you for your consideration in this matter. I appreciate your help and understanding during this difficult time. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]