

Financial Assistance Request for Temporary Hardship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request financial assistance due to a temporary hardship that I am currently experiencing. [Briefly explain your situation, e.g., loss of income, medical expenses, etc.].

Despite my best efforts to manage this situation, I am finding it increasingly difficult to meet my basic needs, including [list specific needs, e.g., rent, utilities, food, etc.]. I believe that with some assistance, I can navigate this challenging period.

Attached are relevant documents that provide further details regarding my current circumstances, including [List any documents, e.g., pay stubs, medical bills, etc.].

I kindly ask for your consideration of my request for financial assistance. I am eager to resolve this situation and am open to any possible solutions that could be provided.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]