

Request for Financial Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Name/Contact Person],

I hope this letter finds you well. I am writing to request financial assistance due to [brief explanation of your situation, e.g., job loss, medical emergency, etc.].

Due to my current circumstances, I am unable to meet my financial obligations and am seeking assistance to cover [specific expenses, e.g., rent, utilities, groceries].

Attached to this letter are relevant documents including [list any attached documents, e.g., proof of income, bills, etc.].

Thank you for considering my request. I am hopeful for your understanding and support during this difficult time.

Sincerely,

[Your Signature (if mailing)]

[Your Printed Name]