

# Request for Hardship Payment Assistance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request hardship payment assistance following my recent job loss. Due to unforeseen circumstances, I was laid off from my position at [Company Name] on [Date of Job Loss]. Since that time, I have been actively seeking employment, yet I am facing significant financial challenges.

As a result, I am seeking your assistance to help manage my immediate living expenses, including [mention specific expenses such as rent, utilities, etc.]. I believe I meet the eligibility requirements for assistance based on my current financial situation.

Attached to this letter, you will find supporting documentation, including my layoff notice and recent financial statements, to further substantiate my claim.

I kindly request your favorable consideration of my appeal for hardship payment assistance. Thank you for your time and understanding. I look forward to your response.

Sincerely,

[Your Name]