

Application for Hardship Payment Assistance

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally apply for hardship payment assistance as a single parent. My name is [Your Name], and I am currently facing significant financial difficulties due to [briefly explain your situation, e.g., job loss, medical expenses, etc.].

As a single parent, I am responsible for the care and upbringing of my child(ren), [insert child(ren)'s names and ages]. I have been struggling to meet our basic needs, including housing, food, and utility costs, and any assistance would be greatly appreciated.

Attached to this letter are the necessary documents to support my application, including [list documents, e.g., proof of income, expenses, etc.]. I am hopeful that you will consider my situation and grant me the assistance needed during this challenging time.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]