

Inquiry for Hardship Payment Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about potential assistance programs for hardship payments, particularly related to housing instability. Due to [briefly explain your situation, e.g., job loss, medical expenses, etc.], I am currently facing challenges in meeting my housing payments.

I would appreciate any information regarding available resources, applications, or eligibility requirements for assistance that your organization may offer. It would be a great help during this difficult time.

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

Sincerely,

[Your Name]