

Financial Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Request for Assistance in Managing Financial Obligations

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance in managing my financial obligations. Due to unforeseen circumstances such as [briefly explain your situation, e.g., job loss, medical expenses], I am struggling to keep up with my financial commitments.

As a result, I am seeking your guidance regarding potential solutions that may be available to help me navigate this challenging period. I would greatly appreciate any resources or support that your organization can offer, including financial counseling, assistance programs, or payment plans.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]