

Financial Hardship Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request financial hardship assistance due to [briefly explain your situation, e.g., unexpected medical expenses, job loss, etc.]. Despite my best efforts to manage my finances, I find myself in a difficult position and in need of support.

Given my current circumstances, I would greatly appreciate any assistance your organization can provide to help me navigate this challenging time. I have attached relevant documentation to support my request, including [list any documents you are including, such as pay stubs, bills, etc.].

Thank you for your consideration. I hope to discuss this matter with you and explore potential assistance options. Please feel free to reach me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]