

Hardship Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request hardship assistance due to [briefly explain your situation, e.g., loss of job, medical issues, etc.]. As a result of this unforeseen circumstance, I am struggling to meet my financial obligations.

Despite my efforts to manage my expenses, I find myself unable to [mention specific difficulties, e.g., pay rent, buy groceries]. I have attached relevant documentation to support my request, including [list any documents you are including, such as bank statements, medical bills, etc.].

I kindly ask for your consideration in providing assistance during this challenging time. Your support would greatly alleviate my financial burden and help me get back on my feet.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Name]