

Emergency Fund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request financial assistance from the emergency fund for essential living expenses. Due to [briefly explain your situation, e.g., unexpected medical expenses, job loss, etc.], I am currently facing financial hardship and require immediate support.

My essential living expenses include [list essential expenses such as rent, utilities, groceries, etc.]. The total amount I am requesting is [insert amount]. This support will help me to cover these critical costs and navigate through this challenging time.

I have attached relevant documentation to support my request, including [list any attached documents, e.g., bills, income statements, etc.]. I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your understanding and support.

Sincerely,

[Your Name]