

Emergency Fund Request for Job Loss Support

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request assistance from the emergency fund due to my recent job loss. I was employed at [Company Name] until [Last Working Date] and unfortunately, due to [Reason for Job Loss], I am now seeking temporary financial support.

During this challenging time, I have been actively applying for new positions and exploring alternative income sources, but I am currently facing difficulties covering my essential expenses, including [list essential expenses, e.g., rent, utilities, groceries].

I understand that the funds are limited, and I am grateful for any assistance you can provide. Enclosed are any required documents to support my request, including [list any attached documents, e.g., termination letter, financial statements].

Thank you for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]