

# Inquiry for Financial Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Charity Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Foundation Contact Person's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about financial assistance from [Charity Foundation Name]. I am currently facing [briefly describe your situation and need for assistance].

Despite my best efforts, I find myself in a position where I require support to [explain what you need the financial assistance for, e.g., medical bills, education fees, etc.]. I believe that with your help, I will be able to [describe the positive outcome expected from the assistance].

I would appreciate any information regarding the possibility of receiving financial assistance from your foundation. If there are specific application procedures or required documentation, please let me know. I am eager to ensure that I meet your guidelines for support.

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

Sincerely,

[Your Name]