

Request for Assistance with Unforeseen Expenses

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to seek your assistance regarding some unforeseen expenses that have recently arisen.

Due to [briefly explain the circumstances that led to the unforeseen expenses], I find myself in a challenging financial situation. The unexpected costs, amounting to [specific amount], have put a strain on my budget, and I am reaching out to request any support or resources that may be available.

I appreciate any guidance or assistance you could provide during this difficult time. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]