

# Request for Hardship Assistance Loan

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 through a loan from [Organization Name]. Due to [briefly explain your situation, e.g., unexpected medical expenses, job loss, etc.], I am currently facing financial difficulties that have made it challenging to meet my standard living expenses.

Given these circumstances, I would like to apply for a hardship assistance loan of [specify amount]. This loan will enable me to [explain how the loan will help, e.g., cover bills, ensure basic needs, etc.].

I have attached the necessary documents for your review, including [list any documents you are including, e.g., pay stubs, medical bills, etc.]. I am hopeful that you will consider my request favorably during this challenging time.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]