**Request Letter for financial assistance Template**

Recipient's full address

Your full address

Date (In Full)

Objective (One sentence containing the purpose of the letter)

Dear (Insert full name),

I am writing to you because I am in financial difficulty and I require financial assistance.

I have been struggling financially for (insert length of time to the best of your knowledge) and I have tried several options for financial help. However I have been unsuccessful and therefore I am writing this letter. There are a few reasons why I am in this situation (give reasons why)

I would very much appreciate your help in any way you can, and you can contact me directly on the contact details written above.

Thank you for taking the time to consider my situation and I look forward to hearing from you soon.

Yours sincerely,

(Print and Sign full name)