

Please write a letter such as the below describing your financial hardship and attach it to the Family/ Individual Checklist of Basic Daily Living Needs

First and Last Name

Address

City and State Zip Code

Date

To Whom It May Concern:

My reasons for writing because I am currently experiencing financial hardship and need help or assistance to alleviate my debt so I can focus on providing for my family.

My hardship began (date) when (give your reason such as, death, divorce, medical issues, etc. be specific). Since then, I have had (amount in dollars) per month, which has to go to (state other areas you need to send money each month).

I am not trying to disregard or avoid my responsibilities. I would greatly appreciate the organization assisting me during my time need. I can be contacted at the above.

Sincerely,

(Sender Name)