

## Letter of Request for Government Assistance (Template)

Date: \_\_\_\_\_

Hon. \_\_\_\_\_

Position: \_\_\_\_\_

Office/Agency: \_\_\_\_\_

Dear \_\_\_\_\_,

I am writing to respectfully request assistance for \_\_\_\_\_.  
The cost of \_\_\_\_\_ has become a financial burden for our family.

We are residents of Barangay \_\_\_\_\_, and I have attached supporting documents for your reference. Any support your office can provide would greatly help us.

Thank you very much for your kind consideration.

Respectfully yours,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_