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

The Honorable Director.

M/C Alfatah Center  
Address:\_\_\_\_\_\_\_\_\_\_  
Lahore.

Respected Sir,

Most respectfully, It is stated that the marriage ceremony of a female relative of mine is going to be held on 12 April 2014. She lives near my house and unfortunately have no source of income being orphan. Her brother is a driver and can not manage the marriage expenses. In this case, I request to you kindly grant some monetary help if possible.

I shall be highly obliged.

Yours Sincerely,