

# Board of Directors

Date: [Insert Date]

To: [Recipient Name]

Subject: Resource Allocation for Crisis Response

Dear [Recipient Name],

As you are aware, our organization is currently facing [briefly describe the crisis]. In light of this situation, the Board of Directors believes it is crucial to allocate resources effectively to ensure a robust response.

After careful consideration, we propose the following resource allocation:

- **Financial Resources:** [Specify amount] for immediate response efforts.
- **Personnel:** [Number] additional staff to support emergency operations.
- **Equipment:** [List any necessary equipment or supplies].

We urge the management team to implement this plan promptly and report back on the progress of our efforts.

Thank you for your commitment during this challenging time.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]