

Donation Approval Request for Disaster Relief Efforts

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for our proposed donation to support disaster relief efforts in [Affected Area/Region] following the recent [Type of Disaster].

As you may be aware, the devastation caused by [Brief Description of the Disaster] has resulted in significant challenges for the affected communities. Our organization, [Your Organization's Name], aims to provide immediate assistance through [Brief Description of Proposed Donation, e.g., food, shelter, medical supplies].

The total amount we plan to donate is [Insert Amount], and we believe this contribution can make a significant impact. Attached to this letter, you will find further details about our planned donation, including the source of funds and how we plan to deliver the support.

We appreciate your timely attention to this matter and look forward to your positive response. If you need any further information or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. Together, we can make a difference in the lives of those affected by this disaster.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]