

# Relief Fund Allocation Notification

Date: [Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your application for relief funds has been approved. After careful review, we have allocated a total of [Amount] to assist you in [specific purpose of the funds, e.g., rebuilding efforts, medical expenses, etc.].

These funds will be disbursed on [disbursement date] and can be accessed through [method of access, e.g., bank transfer, check]. Please ensure that you follow the guidelines set forth in the relief fund application.

If you have any questions regarding this allocation or the process ahead, please feel free to reach out to us at [contact information]. We are here to support you during this challenging time.

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]