

Letter of Donation for Disaster Recovery

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip]

Dear [Recipient Name],

We are writing to extend our support in the aftermath of [specific disaster] that has significantly impacted our community. In recognition of the ongoing recovery efforts being coordinated by your agency, we are pleased to offer a donation of [specify donation amount or items].

Your agency's commitment to restoring and supporting those affected by this disaster is commendable. We believe that together we can make a meaningful difference in the recovery process.

Please let us know the best way to facilitate this donation. We look forward to your guidance on how we can contribute effectively to the recovery efforts.

Thank you for your leadership during this challenging time.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization]