

Emergency Fund Creation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose the creation of an emergency fund to ensure financial stability during unforeseen circumstances. This fund will serve as a safety net for our organization and its employees, providing peace of mind and security.

Details of the Proposed Emergency Fund:

- **Fund Purpose:** To cover unexpected expenses such as medical emergencies, natural disasters, or other critical situations.
- **Initial Contribution:** [Insert amount] from our current budget.
- **Management:** The fund will be managed by [Insert responsible person or committee].
- **Access Procedure:** [Briefly outline how funds can be accessed in emergencies.]

I believe that establishing this fund will greatly enhance our preparedness and resilience as an organization. I look forward to discussing this proposal further and exploring the potential benefits we can achieve.

Thank you for considering this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]