

# Disaster Recovery Funding Request

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Recipient's Title]  
[Insert Organization's Name]  
[Insert Organization's Address]  
[Insert City, State, Zip Code]

Dear [Insert Recipient's Name],

I am writing to formally request funding for disaster recovery efforts following the recent [mention the disaster, e.g., hurricane, flood, wildfire] that impacted our community on [insert date]. As you are aware, the aftermath of this disaster has resulted in significant damage to infrastructure, homes, and essential services.

Our organization, [Insert Your Organization's Name], has been actively involved in providing immediate relief and support to those affected. However, to ensure a comprehensive recovery and rebuilding strategy, we require additional funding to facilitate [describe specific needs, e.g., rebuilding homes, providing mental health services, restoring community resources].

We estimate that a total of [insert amount] is needed to address these urgent needs. Attached is a detailed budget and plan outlining how these funds will be utilized effectively for maximum impact.

We appreciate your consideration of our request and the invaluable support your organization has provided in the past. Together, we can ensure that our community rebuilds stronger and more resilient than ever.

Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address] if you require any further information or wish to discuss this request in more detail.

Thank you for your attention to this pressing matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization's Name]  
[Your Organization's Address]  
[Your City, State, Zip Code]