

# Request for Disaster Assistance

[Your Name]

[Your Title]

[Your Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request assistance for [Your Organization Name] in response to the recent [specify disaster event] that has significantly affected our community and operations. Our organization is dedicated to [briefly describe your mission and activities], and we are now in urgent need of support to continue serving those impacted by this disaster.

As a result of the [disaster], we have faced [describe specific challenges such as loss of resources, increased demand for services, etc.]. To effectively respond to these challenges, we are seeking assistance in the form of [specify what assistance you need, e.g., funding, supplies, volunteers].

We believe that with your support, we can [describe the impact of the assistance on your organization and community]. We are committed to providing timely aid and resources to those in need, and any assistance from your organization would be invaluable.

Thank you for considering our request. We would be grateful for the opportunity to discuss this matter further. Please feel free to contact me at [your phone number] or [your email address].

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]