

# Emergency Funding Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request emergency funding for [briefly explain the purpose of the funding]. Due to [describe the emergency situation], we are in urgent need of financial assistance to [explain how the funds will be used].

The total amount of funding needed is [insert amount]. We believe that with your support, we can [explain the impact of the funding].

Please find attached any relevant documentation and additional information that support our request.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]