

Emergency Fund Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally request an emergency fund to cover urgent medical expenses that I have recently incurred. Due to unforeseen circumstances, I am facing substantial costs related to [briefly describe medical issue, e.g., surgery, hospitalization].

The total estimated cost for the necessary medical treatment is [specify amount]. Given this situation, I am seeking assistance from [Organization's Name] to help alleviate this financial burden. I have attached relevant medical documents and bills for your review.

I appreciate any support you can provide during this challenging time, and I am hopeful for a positive response. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]