

## **[Your NGO's Name]**

[Your NGO's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

### **To: [Partner's Name]**

[Partner's Organization Name]

[Partner's Address]

[City, State, Zip Code]

### **Subject: Request for Disaster Response Funding Support**

Dear [Partner's Name],

We hope this message finds you well. As you are aware, recent events, including [describe the disaster briefly, e.g., "the devastating floods in X area"], have created an urgent need for support among the affected communities. Our organization, [Your NGO's Name], is committed to providing immediate assistance and facilitating long-term recovery efforts.

Given your organization's commitment to humanitarian efforts, we write to request your support in the form of funding to aid our disaster response initiatives. Specifically, we aim to [briefly outline the purpose of the funding, e.g., "provide emergency supplies, medical aid, and support community rebuilding efforts"].

The estimated budget for these programs is [insert budget amount], and we believe that with your partnership, we can make a significant impact in the lives of those affected. We would greatly appreciate the opportunity to discuss this further and explore how we can work together to address this critical situation.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your NGO's Name]