

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your urgent request for humanitarian aid following the recent [state the emergency event, e.g., earthquake, flood]. We understand the critical nature of the situation and the immediate need for support.

After carefully reviewing your request, we are pleased to inform you that [Your Organization's Name] is committed to assisting those affected. We can provide [specific types of aid, e.g., food supplies, medical assistance, shelter materials] as soon as possible.

We will coordinate with your team to determine the logistics and ensure that the aid is delivered effectively. Please feel free to reach out to us at [contact information] to discuss next steps.

We stand in solidarity with your efforts and look forward to supporting the affected communities during this critical time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]