

Request for Assistance

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your support in sustaining our women's shelter, [Shelter Name], located in [Location]. Our facility provides essential services to women and children facing homelessness and domestic violence.

As you may know, our shelter offers a safe space, counseling, and resources to help these families rebuild their lives. However, due to increased demand and limited funding, we are reaching out for assistance to ensure we can continue our vital services.

We are seeking financial contributions, in-kind donations, or volunteer support to help us meet our operational needs. Your support can make a significant difference in the lives of many women and children in our community.

Thank you for considering our request. We would love to discuss this further and explore how you can help. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]