

Disaster Recovery Assistance Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request assistance in the aftermath of [describe disaster, e.g., hurricane, flood, fire] that occurred on [date of disaster]. The event has caused significant damage to my property and has greatly impacted my ability to recover.

Details of the incident include:

- Type of disaster: [insert type]
- Date of occurrence: [insert date]
- Description of damage: [insert description]

Due to this unfortunate event, I am facing challenges such as [list specific challenges, e.g., temporary housing, loss of income, etc.]. I am seeking assistance in the form of [specify type of assistance needed, e.g., financial aid, housing resources, etc.].

Thank you for considering my request. I hope to receive a favorable response soon. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]