

Emergency Fund Approval Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my request for approval of an emergency fund that I submitted on [Insert Submission Date]. Given the circumstances that prompted the request, I would appreciate any updates you may have regarding its approval process.

If further information or documentation is required, please do not hesitate to contact me at your earliest convenience. I look forward to your prompt response.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]