

Emergency Fund Allocation Request

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the allocation of emergency funds for the [Project Name] construction project, located at [Project Location].

Due to unforeseen circumstances including [briefly describe the circumstances, e.g., weather delays, accidents, etc.], we have encountered critical additional expenses that must be addressed immediately to avoid further delays and potential cost increases.

We are requesting an allocation of [specify amount] from the emergency fund to mitigate these challenges and ensure the successful continuation of the project. Attached are the details of the unforeseen expenses and the justifications for this request.

Your prompt attention to this matter would be greatly appreciated as it can significantly impact our project timeline and budget.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]