

# [Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

## [Recipient's Name]

[Recipient's Title]

[Recipient's Organization Name]

[Recipient's Address]

[City, State, Zip Code]

### **Subject: Solicitation for Emergency Recovery Project Grant**

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization's Name] to seek funding support for our upcoming Emergency Recovery Project aimed at [briefly describe the purpose of the project, e.g., assisting communities affected by recent natural disasters].

Due to [describe the emergency situation and its impact], we are committed to mobilizing resources to ensure a swift recovery for those who have been impacted. Our project will focus on [outline key activities or objectives of the project].

We estimate that the total cost of the project will be [insert amount], and we are requesting a grant of [insert amount requested] to help us achieve our goals. Your support will be invaluable in [describe how the grant will make a difference].

Please find attached a detailed proposal outlining our project, including our budget, timeline, and anticipated outcomes. We would be grateful for your consideration and support of this urgent initiative.

Thank you for considering our request. I look forward to the possibility of collaborating with you to make a significant impact in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]