

Request for Emergency Disaster Assistance Funds

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization] to seek your support in providing emergency disaster assistance funds following the recent [specific disaster event] that has impacted our community.

As you may be aware, [brief description of the disaster and its effects on the community, including statistics and important details]. The immediate need for assistance is critical as many families and individuals are struggling to recover.

We are committed to ensuring that those affected receive the necessary resources to rebuild their lives. We believe that with your generous support, we can provide crucial aid such as [specific assistance needed, e.g., food, shelter, medical supplies].

We kindly request a donation of [specific amount or type of support] to help us in our mission. Your contribution can make a significant difference during this urgent time.

Thank you for considering our request. We greatly appreciate your support and dedication to helping those in need. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]