

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally request financial assistance following the recent [type of disaster, e.g., flood, hurricane, wildfire] that affected my community on [specific date]. Due to the disaster, I have suffered significant damages, including [briefly describe the damages, e.g., loss of home, destruction of personal belongings, medical expenses]. The impact on my [family/livelihood] has been devastating, and I am currently struggling to meet basic needs such as housing, food, and medical care. I have taken the following steps to recover: [mention any aid received, application for government assistance, or community resources utilized]. However, these efforts have not been sufficient to cover the extensive losses I have incurred.

I kindly request your support in the form of financial assistance to help me rebuild and recover from this disaster. Any assistance you could provide would be greatly appreciated as it would significantly alleviate my current hardships.

Thank you for considering my request. I am hopeful for your support during this challenging time. I am available for further discussion and can provide additional documentation if required.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Enclosures: any relevant documents, if applicable]