

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Organization's 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 message finds you well. I am writing on behalf of [Your Organization], an organization dedicated to [briefly describe your mission or support area related to disaster relief].

In light of the recent [specific disaster or event], our community has faced unprecedented challenges, leaving many families and individuals in urgent need of assistance. We believe that your support could make a significant difference during this critical time.

We are seeking donations to help provide [list specific needs, e.g., food, shelter, medical supplies] to those affected by [disaster]. Your contribution, no matter how small, would directly aid in our efforts to [specific goal of the donation].

Please consider making a donation to support our relief efforts. You can make a difference by [include details on how to donate, e.g., online, by mail, etc.].

Thank you for considering our request. Together, we can help bring hope and support to those in need.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]