

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for FQDO Renewal

I am writing to formally request the renewal of my Federally Qualified Disaster Organization (FQDO) status, which is set to expire on [expiration date].

As you are aware, my organization has made significant strides in providing disaster relief services in our community over the past year. We have consistently adhered to the standards required for FQDO status, and we are committed to continuing our efforts in supporting those in need during times of crisis.

Attached to this letter, you will find all necessary documentation, including our recent financial statements, program updates, and any other forms needed for the renewal process. Please let me know if there are any additional requirements or further information you may need from my side. Thank you for considering my request. I look forward to your prompt response and am hopeful for the continued support of our organization as a Federally Qualified Disaster Organization.

Sincerely,

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