

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

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

Dear [Recipient Name],

I am writing to formally request emergency funding from [Organization Name] due to [briefly explain your situation]. This unexpected circumstance has created a significant financial burden, and I am seeking your support to navigate this challenge.

[Explain your situation in more detail, including relevant dates, amounts needed, and any other pertinent information that supports your request.]

I have explored several options to address this issue, including [mention any steps you have taken], but unfortunately, these have not been sufficient.

The emergency funding would be used for [explain how you will use the funds and how it will help your situation].

I appreciate your consideration of my request and hope to hear from you soon. Thank you for your time and support.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization Name, if applicable]