Date

Your name

The name of your organization

Your street address

Your town/city, state/province zip/postal code

Name of the person to whom you are sending your letter

Job title of person to whom you are sending the letter

Name of business or organization

Street address

Town/city, state/province zip/postal code

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am writing on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_ is a local organization with a mission to help rebuild homes for residents who suffered from the (Event title) in (Event Month/Year). Our goal is to bring every family home and fully complete our city’s recovery and make our community whole again.

In order to accomplish our goal, we need \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(write down a

short list of the equipment or materials you need that the business you are writing to

could donate to you OR state a financial donation). We would be most grateful if \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of business/organization) could donate any of these items to help us bring families in (Name of City) home again.

Please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you are able to help. If we don’t hear from you within a week, we will contact you personally. Thank you for your time and for considering this request. We look forward to working with you and bringing all of our neighbors and families home.

Sincerely,

NAME

TITLE

CONTACT INFORMATION