<Name of the sender>

<Position, Organization>

<Address>

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Name of the recipient>

<Position, Organization>

<Address>

Dear <Name of recipient>,

Good day!

 [NAME OF ORGANIZATION] is a [BRIEF DESCRIPTION OF THE ORGANIZATION] to [INSERT ORGANIZATION MISSION / VISION / GOAL HERE]. [PROVIDE MORE DETAILS ABOUT THE ORGANIZATION].

 It is with great sorrow and heavy heart to inform you of the current situation of [INSERT BENEFICIARIES] due to the recent[INSERT CALAMITY HERE (e.g. typhoon, earthquake, fire, etc.)]. The typhoon/earthquake/fire/flooding caused [INSERT HERE THE EFFECT OF CALAMITY TO THE BENEFICIARIES (e.g. destroyed houses, loss of properties, death, etc.)]. They are experiencing a lot of difficulties with the onslaught of this disaster and need support to meet their basic needs.

 On behalf of the [INSERT NAME OF ORGANIZATION], I am asking for your prompt assistance with the [INSERT BENEFICIARIES HERE]. As of this writing, these people need [INSERT WHAT THE BENEFICIARIES NEED (e.g. clothes, food, medicine, communication lines, etc.)]. Any amount out of your compassion and charity will be a great help to the victims of the [typhoon/earthquake/fire/landslide/flooding]. We have attached an envelope with this letter where you can put the donated amount. One of our staff will return to collect them. You may also opt to send via [SEND OTHER DONATION LINES (e.g. bank account)].

 If you have any queries regarding our initiative to help the victims of typhoons/earthquakes/fires/floods, please reach us via email at [INSERT EMAIL HERE] or send us a message at [INSERT PHONE NUMBER HERE].

 It is at this time that our generosity and kindness are immensely needed for the benefit of our brothers and sisters. We are looking forward to seeing you help us assist the typhoon/earthquake/fires/flooding victims.

Thank you in advance and God bless!

Very truly yours,

<Signature over sender’s name>