

# Emergency Quota Letter Format for Medical Supplies

[Sender's Address]

[Date]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to request an emergency quota of medical supplies for our hospital. Due to the recent surge in COVID-19 cases, we are experiencing a shortage of critical medical supplies such as N95 masks, ventilators, and oxygen concentrators.

As you are aware, these supplies are essential to the treatment of COVID-19 patients and the protection of our healthcare workers. We urgently require an additional quota of these supplies to meet the growing demand in our hospital.

I kindly request your assistance in granting us an emergency quota of medical supplies as soon as possible. Your timely response would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name and Signature]

[Contact Information]