

Emergency Quota Letter Format - Example

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

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

Subject: Request for Emergency Quota Allocation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an allocation from the emergency quota for urgent medical treatment for my [family member/dependent].

My [family member/dependent], [Name], has recently been diagnosed with a severe medical condition that requires immediate attention and specialized treatment not available locally. The situation is critical, and we urgently need to travel to [destination] to seek medical care from specialists.

Unfortunately, the standard quota allocation for travel has been exhausted, and we are unable to secure tickets for our journey. Given the urgency of the situation and the critical nature of [Name]'s condition, I kindly request your assistance in allocating emergency quota seats for our travel.

I have attached copies of the medical reports and doctor's recommendations for your reference. The documents provide detailed information about [Name]'s condition and the urgency of the treatment required.

I understand that emergency quota allocations are made under exceptional circumstances, and I believe that our situation meets the criteria for such consideration. Your prompt attention to this matter would be greatly appreciated, as any delay in securing travel arrangements could have serious consequences for [Name]'s health.

Thank you for your understanding and consideration. I am hopeful for a positive response to our request for emergency quota allocation.

Sincerely,

[Your Name]