[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the Email address]

[Mention the date]

Subject- Sample letter asking for help and support.

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

As I am eligible for help from this Program, I am writing this sample letter of request for assistance in relation to the (Mention the programme name)'s disaster relief for housing recovery program. When a disaster strikes my property and I lack the money to make repairs, I am permitted to request assistance under section (Mention the section) of the Relief Act No. (Mention the numbers) of the (Mention the team) of (Mention d/m/y).

Your Agency is in charge of providing the assistance. So in an official manner, I, (Mention the name), want a little repair for damage to my house roof that was caused by the torrential rains that inundated my neighbourhood last October (as it is endangering pedestrians on my street).

I am qualified for help. According to Section (Mention the section) of Relief Act No. (Mention the numbers) of the (Mention the d/m/y) (Mention the team name). In order to prove that I cannot afford the necessary repairs, I include photos, a commission report on the damage to my property, and a signed declaration in the attachment of this sample letter of aid request.

In light of your consideration of my initial request, as indicated in this sample letter of assistance request, I would like to talk with you about the repairman's availability, their schedules, and the amount of work necessary to fix my house.

Regard,

[Mention the name of the sender]

[Mention the phone number]

[Signature]