

## Email Format about Emergency Quota Letter Format

Subject: Request for Emergency Quota

Dear [Recipient's Name],

I am writing to request an emergency quota for [reason for the request]. Due to unforeseen circumstances, we are experiencing a shortage of critical resources such as [list of resources required]. This situation requires urgent attention as it [briefly explain the impact of the shortage].

As you are aware, these resources are essential to [explain the importance of the resources]. We urgently require an additional quota of these resources to meet the growing demand.

I kindly request your assistance in granting us an emergency quota of [list of resources] as soon as possible. Your timely response would be greatly appreciated.

I have attached a detailed report on the current situation and the impact of the shortage. Please do not hesitate to contact me if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Organization]

[Your Contact Information]