

Sample Letter Template

(This is an example of a letter that might come from an organization requesting the assistance of teachers/students in rebuilding efforts.)

School

Address

Attn:

Dear:

In January of 2010, the Caribbean island of Hispaniola was rocked by a large earthquake. Six years later in October of 2016, the island was hit by Hurricane Matthew. The country of Haiti, comprising one-third of the island was severely affected. Independent estimates report that hundreds of thousands of people died in the earthquake; in addition, hundreds of thousands were displaced again during the hurricane.

In the years following both disasters, internally-displaced persons sought shelter through temporary housing provided by the government and other aid agencies. As of today, more than 62,000 people still remain without permanent housing and many more live in makeshift shelters that are unsuitable in the long-term.

XXX organization has been present in Haiti since XXXX when the organization began partnering with the mission of *(insert mission statement)*.

Today, we are searching for housing solutions that offer residents permanent and safe alternatives. We are asking students and teachers studying materials engineering around the country to help in developing a viable solution for building materials that are low cost and provide substantial shelter from the elements. Shelters should utilize cement combined with available materials that residents can gather and build themselves with basic assistance.

We appreciate your efforts and look forward to hearing from you. Together we can build a brighter future for the citizens of Haiti.

Sincerely,

Organization Representative

XXX Organization