



**AIRPORT
NAME**

AIRPORT NAME

123 Anywhere St., Any City, ST 12345
+123-456-7890

DATE

Todd Hauptli
President and CEO
AAAE
The Barclay Building
601 Madison Street
Alexandria, VA 22314

Dear Todd;

Hurricane XYZ was a devastating storm for State, and particularly in Region. Our airport experienced considerable damage from wind and flooding, and nearly all of our employees were affected to some extent.

As a direct result of Hurricane XYZ, number (#) current Airport Name employees' homes were either destroyed or damaged. Despite their enormous personal losses, many of these dedicated employees came to work to reopen the airport in the days immediately following the storm.

On behalf of those eight employees, the Airport Name is formally requesting financial assistance through the AAAE Relief Foundation. As requested, wiring instructions are attached to this letter.

Thank you again for your willingness to help these employees in this time of immense need, it truly means more than you will ever know.

Sincerely,