

## SAMPLE LETTER

Dear Wespath Farmer Fund Administrators:

Sample scenario #1:

This letter is to request the supplemental match in the amount of \$\_\_\_\_\_ COVID-19 relief funds (up to \$1,000) for Rev. Mary Smith, who has applied to the Farmer Fund to cover emergency expenses she incurred as a result of \_\_\_\_\_. Due to the pandemic, Rev. Smith's spouse was hospitalized due to complications from COVID-19, which resulted in his no longer being able to work at the job where he was employed. While insurance covered most of his hospital stay, he needed continued medical care, resulting in higher medical bills coupled with income reduction due to loss of employment.

Sample scenario #2:

This letter is to request the supplemental match in the amount of \$\_\_\_\_\_ COVID-19 relief funds for Rev. Mary Smith, who has applied to the Farmer Fund to cover emergency expenses she incurred as a result of \_\_\_\_\_. Due to the pandemic, Rev. Smith needed to hire a full-time nanny to care for her small children, who were unable to go to school or childcare. The cost of a full-time nanny for two children greatly exceeded the expenses of afterschool childcare. This added expense required that Rev. Smith spend down her savings and borrow funds from her extended family.

(Other COVID-19 impacts could be: spending of personal resources to cover costs that would normally be covered by the church; additional childcare costs, health-related expenses related directly or indirectly to COVID-19 including physical, mental or emotional health services needed.)

Sincerely,

Conference Benefits Officer