

Donor Reporting Guidelines

Date: [Insert Date]

To: [Donor Name]

From: [Your NGO Name]

Subject: Reporting Guidelines for Project [Project Name]

Dear [Donor Name],

We hope this message finds you well. We are writing to provide you with the reporting guidelines regarding the progress and outcomes of the [Project Name], funded by your generous support.

1. Reporting Frequency

Reports will be submitted on a [monthly/quarterly/annual] basis.

2. Required Report Components

- Executive Summary
- Project Objectives and Outcomes
- Financial Expenditure
- Challenges and Lessons Learned
- Next Steps

3. Submission Process

Please send the reports to [reporting email/contact person] by [specific submission date].

4. Additional Information

If you need further clarification regarding the reporting requirements, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Title]

[Your NGO Name]
[Contact Information]