

# Funding Utilization Report

Date: [Insert Date]

To: [Donor's Name]

[Donor's Address]

Dear [Donor's Name],

We are writing to provide you with an overview of the utilization of the funds granted to us under [Project Name] for the period of [Start Date] to [End Date]. We greatly appreciate your support and are pleased to detail how your generous contribution has made a significant impact.

## Project Overview

[Brief description of the project, its goals, and target beneficiaries.]

## Budget Overview

Expense Item	Budgeted Amount	Actual Amount Spent	Variance
[Item 1]	[Budgeted Amount 1]	[Actual Amount 1]	[Variance 1]
[Item 2]	[Budgeted Amount 2]	[Actual Amount 2]	[Variance 2]

## Achievements

[Summarize key achievements made possible by the funding, including any metrics or testimonials from beneficiaries.]

## Challenges and Lessons Learned

[Discuss any challenges faced during the project implementation and how they were addressed.]

## Future Plans

[Outline any upcoming initiatives or needs for continued funding/support.]

Thank you once again for your invaluable support. We look forward to your continued partnership in this important work. Please feel free to reach out to us if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Title]

[NGO Name]

[Contact Information]