

# Vehicle Acquisition Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

## To Whom It May Concern:

Subject: Proposal for Vehicle Acquisition to Enhance Transportation Capability

We at [NGO Name] are dedicated to [briefly describe mission and scope of work]. To effectively serve our community and enhance our reach, we are seeking to acquire a vehicle to support our operational needs.

### Justification for Vehicle Acquisition

Currently, our organization faces challenges in [briefly outline current transportation limitations]. Having a dedicated vehicle will allow us to:

- Increase our outreach efforts by facilitating transportation for [specific activities].
- Enhance the efficiency of our operations by providing reliable transportation for our staff and volunteers.
- Ensure timely delivery of resources and supplies to those in need.

### Budget Overview

The estimated cost for the acquisition of a suitable vehicle is [insert amount]. We are seeking funding from [mention potential funding sources] to support this initiative.

### Conclusion

By acquiring a vehicle, [NGO Name] will greatly improve its ability to [reiterate positive impact]. We appreciate your consideration of this proposal and look forward to discussing this matter further.

Thank you for your attention to our transportation needs.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]