

Service Guidelines Enforcement Notification

Date: [Insert Date]

To: [Nonprofit Organization Name]

Address: [Nonprofit Organization Address]

Dear [Organization Leader's Name],

We hope this letter finds you well. As part of our ongoing commitment to ensuring that all nonprofit organizations adhere to the established service guidelines, we are reaching out to address certain areas of concern regarding your organization's compliance.

It has come to our attention that [briefly describe the specific issues related to service guidelines]. We believe these matters are critical to maintaining the integrity of our programs and ensuring that we continue to serve our community effectively.

We kindly request your organization to take the following actions:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Please submit a response to this letter by [Insert Due Date], indicating how your organization plans to address these issues. Your prompt attention to this matter will be greatly appreciated.

If you have any questions or need further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]