

# Letter of Concern

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing on behalf of [Your Nonprofit's Name], an organization dedicated to [briefly describe your nonprofit's mission or purpose].

We would like to express our concern regarding [specific issue or concern]. This matter affects [describe the impact of the issue on the community or individuals served].

We believe that, together, we can address this issue by [suggest potential actions or collaborations]. Our team is eager to discuss this matter further and explore how we can work together for the betterment of our community.

Thank you for your attention to this important issue. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit's Name]

[Your Contact Information]