

Nonprofit Mission Statement Development

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As we strive to enhance our impact at [Organization's Name], it is essential to develop a clear and concise mission statement that reflects our core values and guiding principles. The following is a preliminary template to help us define our mission:

Mission Statement Template

Our mission at [Organization's Name] is to [insert primary purpose or goal of the organization], by [insert how the organization plans to achieve this goal]. We are committed to [insert key values or beliefs that guide the organization].

We would like to gather feedback and ideas from all stakeholders as we finalize our mission statement. Please share your thoughts on the above template by [insert response deadline]. Your involvement is crucial to ensure that our mission reflects the collective vision of our community.

Thank you for your dedication and support.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Contact Information]