

Response to Your Inquiry

Dear [Recipient's Name],

Thank you for reaching out to [NGO Name] regarding your interest in participating in our upcoming event, [Event Name]. We appreciate your enthusiasm and support for our mission.

We are pleased to inform you that your inquiry has been successfully received. Our event aims to [brief description of the event purpose and activities].

For further details, including event dates and registration procedures, please visit our website at [Website URL] or contact us at [Contact Email/Phone Number]. We look forward to the possibility of your participation.

Thank you once again for your interest in contributing to our cause.

Best regards,

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[NGO Phone Number]