

Response to Your Service Request

Dear [Recipient's Name],

Thank you for reaching out to us at [NGO Name]. We appreciate your inquiry regarding [specific service or information requested].

We understand the importance of your request and are committed to assisting you. Currently, we are reviewing your inquiry and will provide you with the necessary information as soon as possible.

Please allow us [number of days, e.g., 5-7 business days] to respond in detail. In the meantime, if you have any further questions or need immediate assistance, feel free to contact us at [contact information].

Thank you for your patience and support. Together, we can make a difference!

Warm regards,

[Your Name]

[Your Title]

[NGO Name]

[NGO Address]

[NGO Contact Information]