

# NGO Legal Compliance Certification Application

Date: [Insert Date]

To,

The Certification Authority,  
[Authority Name]  
[Authority Address]  
[City, State, Zip Code]

Subject: Application for Legal Compliance Certification

Dear [Authority Name],

We, [NGO Name], with registration number [Registration Number], located at [NGO Address], hereby submit our application for the Legal Compliance Certification as per the guidelines set forth by [relevant law or regulation].

Our organization has been actively involved in [brief description of activities], and we ensure full compliance with all applicable laws and regulations governing NGO operations in [Country/Region].

Attached herewith are the necessary documents supporting our application:

- Copy of registration certificate
- Financial statements for the last [number] years
- List of board members
- Recent audit report
- Any other relevant documents

We request you to kindly process our application at your earliest convenience. Should you require any additional information or documentation, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[NGO Name]

[NGO Address]

[City, State, Zip Code]