

Follow-Up on NGO Legal Compliance Certification

Date: [Insert Date]

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the legal compliance certification for [NGO Name]. As part of our ongoing commitment to transparency and accountability, we are eager to ensure that all necessary documentation and certifications are in order.

We would appreciate an update on the status of our application and any further steps required from our end. If there are specific documents or information needed, please do not hesitate to let us know.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]