

# NGO Legal Compliance Certification Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your NGO Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Your NGO Name] to inquire about our legal compliance certification status. As a non-profit organization committed to [briefly state your NGO's mission], it is imperative that we maintain adherence to all applicable legal requirements and regulations.

We understand the importance of compliance and are keen to ensure that our organization meets all necessary criteria. Therefore, we kindly request information regarding the procedures and documentation required for obtaining the certification. Additionally, we would appreciate any guidance or resources you can provide to assist us in this process.

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

Sincerely,

[Your Name]

[Your Position]

[Your NGO Name]