

NGO Legal Compliance Certification Renewal

[Your NGO Name]

[Your NGO Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Government Agency/Organization]

[Agency Address]

[City, State, ZIP Code]

Subject: Renewal of Legal Compliance Certification

Dear [Recipient Name],

We are writing to formally request the renewal of our legal compliance certification for [Your NGO Name]. Our organization has diligently adhered to all legal regulations and requirements as stipulated by [Relevant Laws or Guidelines].

We have attached all necessary documentation to support our application, including:

- Completed renewal application form
- Updated financial statements
- List of board members
- Proof of compliance with [specific regulations]
- Any other required documents

We appreciate the opportunity to continue our operations in compliance with the law and contribute positively to our community. Should you require any further information or clarification, please do not hesitate to contact us.

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

Sincerely,

[Your Name]

[Your Title]

[Your NGO Name]