

Inquiry Regarding Policy Adjustments

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your NGO Name] to inquire about any recent adjustments made to [specific policy] that may impact our collaborative efforts and ongoing projects.

Understanding these changes is essential for us to align our operations and maintain compliance with the updated regulations. We are particularly interested in how these adjustments will affect [specific aspect of your work or project].

Could you please provide us with the relevant details or direct us to any documents that outline these policy changes? We appreciate your support and guidance in this matter.

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

Warm regards,

[Your Name]

[Your Position]

[Your NGO Name]

[Your Email]

[Your Phone Number]