

Negotiation Letter for NGO Internship Program Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I would like to express my sincere gratitude for the offer to intern with [NGO Name] for the [Program Name] starting on [Start Date]. I am excited about the opportunity to contribute to your important work in [mention focus area of the NGO].

After careful consideration, I would like to discuss the offered internship terms further. While I am enthusiastic about the role, I have some concerns regarding [specific issues, e.g., stipend, duration, responsibilities].

Given my background in [Your Field/Experience], I believe I can bring added value to your organization. I would appreciate the opportunity to explore options that could make this internship mutually beneficial.

Please let me know if we can schedule a time to discuss this further. I am hopeful we can reach an agreement that works well for both parties.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]