

Notice of Funding Cessation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

We regret to inform you that [Your NGO's Name] will be ceasing funding for [Project/Program Name] effective [Cessation Date]. This decision has been made due to [brief explanation of reasons].

We appreciate the effort and dedication your organization has shown in advancing our shared objectives. However, due to [reasons such as financial constraints, changes in strategy, or other relevant factors], we are unable to continue our financial support.

Please ensure that any outstanding reports or documentation related to the funding is submitted to us by [Final Submission Date]. We encourage you to reach out if you have any questions regarding this notice.

Thank you for your understanding and for the partnership we have built over the years.

Sincerely,

[Your Name]

[Your Title]

[Your NGO's Name]

[Your Contact Information]