

[Your NGO Name]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of our decision to discontinue the [Name of Initiative/Program] effective [Date of Discontinuation]. This decision was not made lightly, and it comes after careful consideration of various factors impacting our organization and the current climate.

We deeply value the support and collaboration we have shared throughout the duration of this initiative. While we are discontinuing this specific program, we remain committed to our mission of [Briefly State Mission/Objective of NGO], and we hope to explore new opportunities for partnership in the future.

Please feel free to reach out if you have any questions or would like to discuss this matter further. We appreciate your understanding and support during this transition.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your NGO Name]

[Your Contact Information]