

# Project Termination Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that, after careful consideration, [NGO Name] has decided to terminate the [Project Name] effective [Termination Date].

This decision was not made lightly, and it follows an evaluation of [briefly explain reason, e.g., funding, objectives, etc.]. We appreciate the support and collaboration from all stakeholders involved throughout the project's duration.

We are committed to ensuring a smooth transition and will be available to discuss any questions or concerns you may have. Please feel free to reach out to us at [Contact Information].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]  
[Your Position]  
[NGO Name]  
[Contact Information]