

Letter of Strategic Plan Overview

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Funding Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Strategic Plan Overview for [NGO Name]

Dear [Recipient's Name],

We are pleased to share our strategic plan for [NGO Name], which outlines our goals and objectives for the upcoming [time period, e.g., three years]. The plan aims to enhance our impact in [define your area of focus, e.g., education, health, environment], and we believe it aligns with the priorities of [Funding Agency Name].

Strategic Goals:

- Goal 1: [Brief description]
- Goal 2: [Brief description]
- Goal 3: [Brief description]

Funding Requirements:

To successfully implement our strategic plan, we are seeking a total funding of [amount]. This will allow us to [briefly explain what the funding will support].

Impact Measurement:

We have established key performance indicators (KPIs) to measure success, including [list a few KPIs].

We believe that collaboration with [Funding Agency Name] could significantly enhance our efforts to achieve our mission. We are keen to explore funding opportunities that align with our strategic priorities.

Thank you for considering our strategic plan. We look forward to the possibility of working together to create a meaningful impact.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]