

Letter to Executive Committee

Date: [Insert Date]

To: Executive Committee Members

From: [Your Name]

Subject: Review of Strategic Plan

Dear Members of the Executive Committee,

I hope this message finds you well. As we continue our mission to [insert mission statement or objective of the NGO], it is crucial that we periodically review and assess our strategic plan to ensure we are on track to meet our goals.

We will be holding a meeting on [insert date] at [insert time] to discuss the current status of our strategic plan, evaluate our progress, and identify any areas where adjustments may be required. It is important that each committee member comes prepared to share insights and feedback based on their areas of expertise.

Please find attached the current strategic plan document for your review prior to our meeting. Your input is invaluable as we make decisions that will shape the future of our organization.

Thank you for your commitment and dedication to our collective mission. I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your NGO's Name]

[Contact Information]