

Position Statement on [Policy Issue]

Date: [Insert Date]

To: [Recipient's Name/Organization]

Dear [Recipient's Name],

We, the undersigned representatives of [NGO Name], are writing to express our position regarding the upcoming review of [specific policy or legislation]. As an organization dedicated to [insert mission or focus area], we believe it is imperative to address the following points:

1. Introduction

Our organization has been actively involved in [briefly state relevant experience or work]. It is our conviction that [state the importance of the policy issue].

2. Key Concerns

- [Concern 1]
- [Concern 2]
- [Concern 3]

3. Recommendations

In light of these concerns, we recommend the following actions:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

4. Conclusion

We appreciate your consideration of our position and look forward to a collaborative effort in refining the policy to better serve [affected community/stakeholders].

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]

[NGO Name]
[Contact Information]