

# Impact Assessment Report

**[NGO Name]**

Date: [Insert Date]

To: [Recipient Name]

[Recipient Organization]

[Address]

**Subject: Impact Assessment on Sustainable Development Goals (SDGs)**

Dear [Recipient Name],

We are pleased to present our impact assessment focused on the contributions of [NGO Name] towards achieving the Sustainable Development Goals (SDGs). Our organization has been dedicated to [briefly describe the mission and activities of the NGO], and this report summarizes our progress and impact aligned with SDGs.

## 1. Introduction

[Provide a brief introduction about the purpose of the assessment]

## 2. Methodology

[Brief description of the methods used for assessment]

## 3. Key Findings

- **SDG 1:** [Brief description of impact]
- **SDG 4:** [Brief description of impact]
- **SDG 13:** [Brief description of impact]

## 4. Conclusions

[Summarize the overall impact and conclusions drawn from the assessment]

## 5. Recommendations

[List recommendations for future actions to support SDGs]

We appreciate your support in this endeavor and hope to continue our collaboration to make a significant impact on the sustainable development goals.

Thank you for your attention.

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