

Request for Participation in Fair Trade Program

Date: [Insert Date]

[Your Name]

[Your Position]

[Your NGO's Name]

[Your NGO's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to express our interest in participating in your esteemed Fair Trade Program. As a non-governmental organization dedicated to [briefly describe your NGO's mission and goals related to fair trade], we believe that joining your program aligns with our objectives of promoting equitable trade practices and supporting marginalized communities.

Our organization has a proven track record of [list relevant experience/initiatives related to fair trade], and we are eager to collaborate with like-minded organizations to foster sustainable development and empower producers.

We kindly request further information regarding the participation process, including the requirements and any necessary documentation. We are also interested in understanding the benefits and responsibilities involved in this collaboration.

Thank you for considering our request. We look forward to the opportunity to contribute to and grow within the Fair Trade community.

Sincerely,

[Your Name]

[Your Position]

[Your NGO's Name]