

# Resource Distribution Notification

Date: [Insert Date]

To: [Recipient's Name]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that [Your NGO's Name] will be hosting a Participatory Governance Workshop on [Insert Date] at [Insert Venue]. As part of our commitment to fostering collaborative governance practices, we are allocating essential resources to ensure the success of this workshop.

## Resource Distribution Details:

- Workshop Materials: [List of materials]
- Refreshments: [Details regarding food and drinks]
- Transportation: [Information about transportation arrangements if applicable]

Please confirm your attendance and let us know if your organization requires any additional resources or support.

Thank you for your cooperation and dedication to participatory governance. We look forward to your valuable participation.

Sincerely,

[Your Name]

[Your Position]

[Your NGO's Name]

[Contact Information]