

Application for Charity Registration

Date: [Insert Date]

To,
The Registrar,
[Relevant Office/Organization Name],
[Office Address],
[City, State, Zip Code].

Dear Sir/Madam,

Subject: Application for Registration of Charity - [Charity Name]

I am writing to formally apply for the registration of our charity, [Charity Name], under the relevant charity laws. Our charity is dedicated to [briefly describe the mission and activities of the charity].

Enclosed with this application, you will find the following documents:

1. Completed application form
2. Memorandum and Articles of Association
3. List of Board of Directors
4. Financial statements
5. Proof of address
6. Any other relevant documents.

We kindly request you to process our application at your earliest convenience. Should you need any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Charity Name]
[Charity Address]
[City, State, Zip Code]