

Nonprofit Organization Name

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Subject: Nonprofit Expense Assessment

Dear [Recipient Name],

We hope this message finds you well. As part of our ongoing efforts to ensure transparency and accountability in our financial practices, we are conducting a comprehensive expense assessment for the [Nonprofit Organization Name]. We believe that this will help us evaluate our spending and enhance the effectiveness of our programs.

We kindly request your assistance in providing information regarding the following areas:

- Program Expenses
- Administrative Costs
- Fundraising Expenses
- Any projected future expenses

We appreciate your support in this important evaluation process. Please submit the required information by [Insert Deadline]. If you have any questions, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Phone Number]

[Email Address]