

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our previous discussion regarding the non-profit loan program. We are eager to gather more details about the application process, eligibility criteria, and any upcoming deadlines.

Understanding these aspects will greatly assist us in preparing our organization for potential support through this program. If there are any specific documents or forms we should review ahead of time, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]