

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about potential lending resources available for non-profit organizations like ours, [Your Organization's Name]. We are currently exploring options to support our initiatives and achieve our mission more effectively.

Our organization focuses on [brief description of your mission and goals]. We believe that securing non-profit lending resources could greatly enhance our capacity to serve our community.

If you could provide us with information on lending programs, eligibility requirements, and application processes, we would greatly appreciate it. Additionally, any resources or guidance you may have on navigating this sector would be invaluable.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]