

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the loan application process for non-profit organizations as outlined on your website.

Specifically, I would appreciate further information on the following points:

- The eligibility criteria for non-profits applying for loans.
- The documentation required to complete the application.
- The timeline for processing applications and disbursing funds.

Your assistance in this matter would be greatly appreciated as we seek to ensure that our organization meets all necessary requirements.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]