

We take this
opportunity to
introduce ourselves
as



We take this opportunity to introduce ourselves as a Non-Government Organisation (NGO) “ Care for All” whose main concern is towards the aged people of the society. We provide shelter to the aged people, many of who are crippled or physically handicapped. Most of them have been driven away from their houses, by their own sons and daughters-in-law.

We have three old age homes at different places in _____ (Place). We would like to request your esteemed organisation for some substantial contribution either in cash or in kind and helping us in bringing some dignity in the lives of these elderly people. You may be aware that from time-to-time we also conduct some programmes to educate the aged people on living a better life through yoga and religion. No social work can be done on charity and unless corporate like yours come forward with humanitarian approach, lives cannot be bettered. We hereby enclose our brochure which lists the centres, the aim and the activities we undertake to create a better life, at the same time we would like to inform you that donations to our organisation are tax-exempted.

We look forward to an early communication in this regard. Thanking You
Serving You, (Company Name)

Reply to the Previous Letter

To (Company Name) (Address) Sir, We acknowledge the receipt of your letter. Having gone through your brochure, we take pleasure in informing you that the social responsibility you have undertaken is quite admirable.

As an organisation we also believe that social development plays a pivotal role in the progress of a nation, and definitely sharing a part of our profit for
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the benefit of the senior citizens will be a small contribution of us for developing the society. However, in your letter, you have not mentioned any particular amount, which again goes on to show that unlike most of the NGOs you have decided to put social and moral values before monetary benefits. We would therefore request some representative from your organisation visits us on any working day, preferably after _____ (Time). to meet our company's Vice-President and discuss with him on relevant matters pertaining to the donation. We will appreciate if you take a prior appointment, because we would not like to see your people going away without meeting the V.

P. Looking forward to a positive meeting Yours Sincerely, Secretary to V. P.
(Company Name)(Address)