From,

Ms. Morgan,

Heightzz NGO

To,

Mr. Stanley,

Bright NGO

Hello Mr. Stanley,

I, Ms. Morgan, from the Heightzz NGO, am writing this letter to let you know of the fact that the Reliant group is an excellent helping hand in all the NGO related work. One is aware of the fact that the work of an NGO is a very daunting task and there are multiple things needed to be done. The work from the volunteer groups is very much desired and they prove to be an excellent companion for the NGO.

The Reliant group has been an expert in the volunteer services for different tasks needed to be fulfilled by an NGO. They have an organised way to approach for the work which they undertake. The organised approach which they have is a mark of their professional attitude in the volunteer services providing field, which is a very rare phenomenon in the volunteer service providing. Hoping for an admiring work from your side,

Yours sincerely,

Ms Morgan.