

[Date]

[Recipient Name/Agency Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Beneficial Ownership Information Disclosure for [Name of NGO]

To Whom It May Concern,

This letter is provided to fulfill the reporting requirements regarding beneficial ownership for **[Full Legal Name of NGO]**, a non-governmental organization registered in **[Jurisdiction/Country]** under registration number **[Registration Number]**.

As a non-profit entity, [Name of NGO] is governed by a Board of Directors. The individuals listed below exercise significant control over the organization or hold senior management positions:

Full Legal Name	Position/Title	Nationality	Residential Address	Date of Birth
[Name 1]	[e.g., Executive Director]	[Nationality]	[Full Address]	[DOB]
[Name 2]	[e.g., Board Chair]	[Nationality]	[Full Address]	[DOB]

We certify that **[Name of NGO]** is a non-stock/non-profit corporation and, as such, there are no individual shareholders or private owners who hold a 25% or greater equity interest in the organization.

Please find attached copies of identification documents for the individuals listed above, along with our Articles of Incorporation and current Bylaws.

We confirm that the information provided is true and accurate to the best of our knowledge. We undertake to notify you of any changes to this information within [Number] days of such change.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Phone Number]

[Email Address]