

Your address

Date

Receiver's address

Dear Friend's Name,

Hi, hope you are doing amazing. I am really happy and I support you in your decision to leave your corporate and chase your dream and start NGO. I remember our school days when you used to tell your plans about your dream NGO for kids and old age. It takes a lot of courage to give up a well-paying job and to take up challenges, but I always knew you can do this for your dream. I am proud of you and know that your motive is very strong and powerful. I am sure you will achieve great heights in your career as a manager of an NGO. I know you will do great.

I hope you can help as many needy as possible with the same passion and dedication. And yes I will be back in town next month and will meet you soon. Do write back to me if you need any help of mine. Cheers!

Yours lovingly,

XYZ (your name)