

[Your Organization's Letterhead]

[Date]

DHL Express

[Address of Local DHL Office]

[City, State, Zip Code]

Subject: End-Use Letter for Non-Profit Organization

Dear Sir/Madam,

We, [Your Organization's Name], are a non-profit organization duly registered under [relevant laws or regulations] on [date of incorporation]. Our mission is to [briefly describe the purpose of your organization, e.g., provide humanitarian aid, support education, etc.]. We are writing to request the shipment of goods via DHL for our ongoing projects. The items being shipped will be utilized solely for our non-profit activities, and we assure you that they will not be sold or used for any commercial purposes.

Details of the shipment:

- Description of goods: [list items]
- Quantity: [number of items]
- Destination: [full address where the items will be delivered]
- Purpose of the shipment: [explain how the goods will be used in relation to your organization's mission]

We appreciate your support in facilitating the shipment and confirm that we will adhere to all regulations and guidelines as stipulated by DHL. Please feel free to contact us if you need any further information or documentation regarding our organization.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]