

Project Funding Gap Notification

Date: [Insert Date]

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you about an important issue regarding our ongoing project, [Project Name].

As you may be aware, we have encountered an unexpected funding gap that could impact the project's timeline and scope. After a thorough review of our budget and expenditures, we have identified a shortfall of [amount] due to [brief explanation of the cause].

We value our partnership and believe that with your support, we can navigate this challenge effectively. We would like to discuss potential strategies to address this funding gap, including but not limited to:

- Exploring additional funding sources
- Adjusting project timelines
- Modifying project activities to align with the available budget

We would appreciate the opportunity to discuss this matter further and explore potential solutions. Please let us know your availability for a meeting in the coming weeks.

Thank you for your continued support and partnership. We look forward to working together to overcome this challenge.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]